

Conclusion

Business ethics are a set of moral principles or values at work. They help employees and organizations determine the “right” and the “wrong” way to conduct business or behave in a professional environment.

 **Do's and Don'ts**

 **Summary**

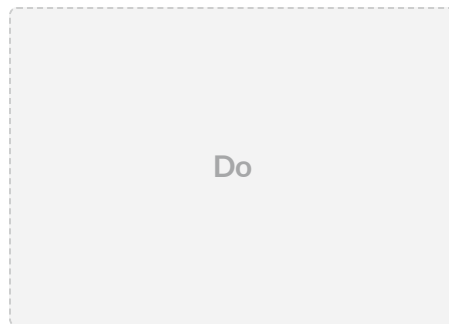
 **Conclusion: Completed**

Do's and Don'ts



Check Your Understanding

Review the ethical business practices you've learned throughout this course by completing the following sorting activity. Drag and drop each statement into the correct category: **Do** or **Don't**.



Report unethical behaviour when you become aware of it.

Take responsibility for your work performance and outcomes.

Be honest and speak up when you make a mistake or notice a problem.

Treat others with respect and kindness.

Strive for excellence in everything you do.

Avoid favouritism, discrimination, and bias.

Don't

Ignore a manager's or colleague's unethical behaviour.

Use company assets for personal gain or purposes.

Engage in negative gossip about others.

Plagiarize writing, photos, videos, or ideas.

Break the law or company rules and protocols.

Rationalize unethical conduct.

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Complete the content above before moving on.

Summary



“ How you climb a mountain is more important than reaching the top.

Yvon Chouinard

Key Takeaways

Business ethics are a set of moral principles or values at work. They help employees and organizations determine the “right” and the “wrong” way to conduct business or behave in a professional environment. While every situation and company is unique, there are seven universal principles for ethical behaviour that employees should follow:

1

Be honest. Be open and transparent. Don't lie, falsify information, or distort the truth.

2

Be accountable and trustworthy. Take ownership of your work performance and outcomes. Do what you say you're going to do, and take responsibility for your failures and mistakes.

3

Be fair. Treat people fairly and equally. Don't discriminate, play favourites, or make decisions based on personal biases.

4

Practice teamwork and goodwill. Act in the best interest of your team and its shared goals. **Speak positively about others; don't gossip.**

5

Treat others with respect. Treat others how you want to be treated. Value and honor every person's unique perspective, experience, and contribution.

6

Follow the rules. Follow the law and your company's code of conduct. **This includes using your company assets appropriately and avoiding plagiarism.**

7

Strive for excellence. Strive for excellence in everything you do. Don't cut corners, slack off, or settle for "good enough."

You're responsible for your own behaviours at work, but it's also your duty to speak up when you witness unethical or illegal behaviours from others. It doesn't matter if the person's a close coworker, a manager, or a high-level executive—always report behaviours that break your company's code of conduct or the law.



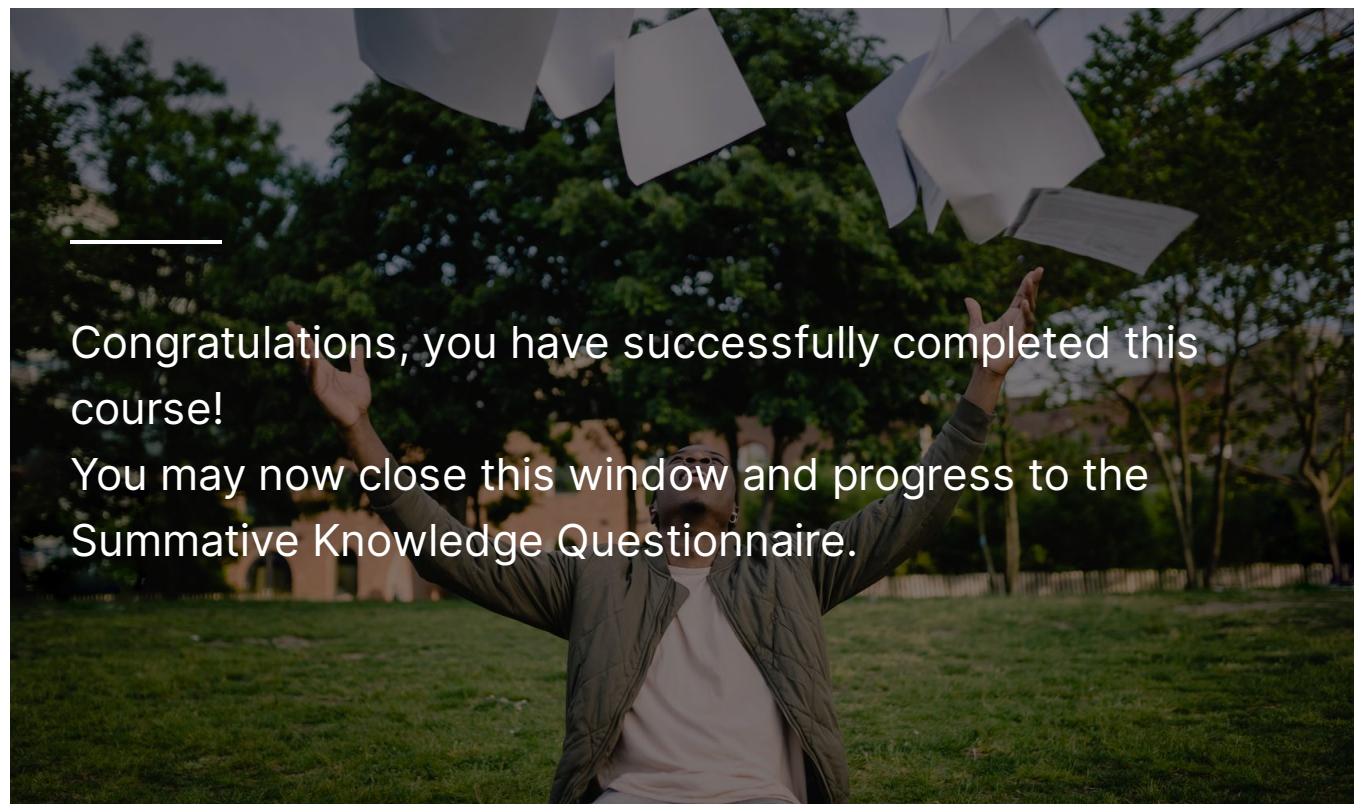
When in doubt—ask for help. If you're ever unsure whether a work behavior is ethical or not, then ask for help. Approach your manager, mentor, or even an HR professional for advice. Don't be afraid to talk openly about ethical dilemmas and seek clarification as needed.



Thank you for completing this course!

CONTINUE

Conclusion: Completed



Congratulations, you have successfully completed this course!

You may now close this window and progress to the Summative Knowledge Questionnaire.