**Ethical Dilemmas Activity**

When facing an ethical dilemma, how do you figure out what to do? Let’s begin by assuming that if there are any laws involved, you plan to obey them. In ethical dilemmas that arise in business, generally the laws established provide a minimum standard for how you should act.

*Step 1 – Analyze the Consequences***:**To begin, look at the consequences of the actions you’reconsidering. Assume you have a variety of options and consider the range of both positive and negative consequences connected with each one. Ask yourself, *“Who will be helped or hurt by* *what I do?”*

*Step 2 – Analyze the Actions:* Now don’t think about the consequences. Instead, focus solely onthe actions. Ask whether or not the actions are in line with moral principles (honesty, fairness, integrity, respect for others, etc.). Look for the option whose actions are least problematic.

*Step 3 – Make a Decision:* Now it is time to make a decision. Consider what you discovered inSteps 1 and 2 and make your decision.

Now that you have some basic steps to help solve ethical dilemmas, analyze the following situations.

Example 1: Your manager enters your office with receipts from a restaurant and bar and asks for reimbursement. The manager claims the expenses were incurred while entertaining a client. Later that day, your manager’s wife comes to the office to drop off his lunch and mentions to you the expensive restaurant her husband took her to the night before and tells you exactly what she ordered. While processing the receipt for reimbursement, you could not help but notice the itemized receipt included the exact items the manager’s wife mentioned she had for dinner. What do you do?

**Now do the steps!**

**Step 1: Analyze the Consequences**

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**Step 2: Analyze the Actions**

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**Step 3: Make a Decision**

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Example 2: While working as the administrative assistant to the Director of Human Resources, you come across the interview questions for all the open positions in the company. One day on your lunch break you get a phone call from a friend who applied for one of the open positions and received a call to come in for an interview the following day. Your friend asks you for help in preparing for the interview. What do you do?

**Now do the steps!**

**Step 1: Analyze the Consequences**

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**Step 2: Analyze the Actions**

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**Step 3: Make a Decision**

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Example 3: You are an employee at a clothing store that allows all of its employees a 50% off discount after they have worked there for 6 months. As of last week, you have been employed there for 6 months and are eligible for the employee discount. Your best friend began working at the same store exactly 1 month after you; consequently, your best friend will not be eligible for the employee discount for another 3 weeks. One afternoon, after your manager has left for the day, your best friend asks to use your employee discount to purchase some clothes for a party going on later that night. What do you do?

**Now do the steps!**

**Step 1: Analyze the Consequences**

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**Step 2: Analyze the Actions**

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**Step 3: Make a Decision**

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