|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **UNIT: ethics, integrity, mgmt.** | | | **LESSON: integrity, ethical leadership**  **and effective management** | | | **LESSON SEQUENCE IN UNIT:** | |
| **Learning Objective:** | | | | | | | |
| **The students will understand how ethics and integrity are important in managing a company.** | | | | | | | |
| **Content Focus—What will students learn?** | | | | | | | |
| Career Ready Practices | | Career Cluster Standards | | | Common Core Learning Standards | | Bloom’s Taxonomy |
| CRP #9  Integrity, ethical leadership and effective management | |  | | |  | | Creating  Evaluating  Analyzing  Applying  Understanding  Remembering |
| **Lesson Outline—What learning activities will students do?** | | | | | | | |
| Time | Sequence | | | Description of Learning Activity | | | |
| 10 mins | Get Started/Engage | | | Instructor will go over the Golden Rule. This is the basis for every major religion. Ask students how they feel about cheating. Ask students how they feel when they have been cheated. Ask students if it okay to step on others to reach your goals. | | | |
| 15-20 mins | Discover/Explain: Provide new information or demonstrate a skill | | | The instructor will now go over real life examples of how ethics and integrity have harmed people in the business world. Examples to discuss could be: Martha Stewart and insider trading, Bernie Madoff and Ponzi schemes, mining for diamonds in Africa, illegal dumping of toxic materials in order to save money.  Instructor will finish up discussion by asking students if they would want to work for a company that knowingly cheats and harms others, just to increase profits. | | | |
| 15-20 mins | Practice: Provide opportunities to practice independently or in groups | | | Have the students break off into groups of three. Instructor will give each group one of the 12 ethical principles of business executives. The students will discuss that principle amongst each other, define it, give examples, and write down what it means to them and how they can apply it in their current lives. Students will be given a poster to write their ideas down and will post it on the room wall. (12 ethical principles are attached to this lesson) | | | |
|  | Check for Understanding: Monitor what is being learned | | | Instructor will monitor room and make sure students are on task. | | | |
|  | Close: Summarize, check, and answer questions | | | Instructor will inform class that we will be discussing these principles the next day, and students will present their poster to class with their ideas. | | | |
|  | Support, Modifications, and Extensions | | |  | | | |
| **Materials and Resources—What do you need to assemble and prepare before the lesson?** | | | | | | | |
| Poster, smart board, attached 12 principles. | | | | | | | |
| **Reflection—Did the students learn the content outlined in the lesson focus? Why or why not?** | | | | | | | |
| The students will share out their ideas and show evidence of understanding | | | | | | | |

**12 Ethical Principles for Business Executives**

*Ethical values, translated into active language establishing standards or rules describing the kind of behavior an ethical person should and should not engage in, are ethical principles. The following list*

*Of principles incorporate the characteristics and values that most people associate with ethical behavior.*

***1*. HONESTY.** Ethical executives are honest and truthful in all their dealings and they do not deliberately mislead or deceive others by misrepresentations, overstatements, partial truths, selective omissions, or any other means.

**2. INTEGRITY.** Ethical executives demonstrate personal integrity and the courage of their convictions by doing what they think is right even when there is great pressure to do otherwise; they are principled, honorable and upright; they will fight for their beliefs. They will not sacrifice principle for expediency, be hypocritical, or unscrupulous.

**3. PROMISE-KEEPING & TRUSTWORTHINESS.** Ethical executives are worthy of trust. They are candid and forthcoming in supplying relevant information and correcting misapprehensions of fact, and they make every reasonable effort to fulfill the letter and spirit of their promises and commitments. They do not interpret agreements in an unreasonably technical or legalistic manner in order to rationalize non-compliance or create justifications for escaping their commitments.

**4. LOYALTY.** Ethical executives are worthy of trust, demonstrate fidelity and loyalty to persons and institutions by friendship in adversity, support and devotion to duty; they do not use or disclose information learned in confidence for personal advantage. They safeguard the ability to make independent professional judgments by scrupulously avoiding undue influences and conflicts of interest. They are loyal to their companies and colleagues and if they decide to accept other employment, they provide reasonable notice, respect the proprietary information of their former employer, and refuse to engage in any activities that take undue advantage of their previous positions.

**5. FAIRNESS.** Ethical executives and fair and just in all dealings; they do not exercise power arbitrarily, and do not use overreaching nor indecent means to gain or maintain any advantage nor take undue advantage of another’s mistakes or difficulties. Fair persons manifest a commitment to justice, the equal treatment of individuals, tolerance for and acceptance of diversity, the they are open-minded; they are willing to admit they are wrong and, where appropriate, change their positions and beliefs.

**6. CONCERN FOR OTHERS.** Ethical executives are caring, compassionate, benevolent and kind; they like the [Golden Rule,](http://josephsoninstitute.org/2010/10/decision-making-models-the-golden-rule/) help those in need, and seek to accomplish their business objectives in a manner that causes the least harm and the greatest positive good.

**7. RESPECT FOR OTHERS.** Ethical executives demonstrate respect for the human dignity, autonomy, privacy, rights, and interests of all those who have a stake in their decisions; they are courteous and treat all people with equal respect and dignity regardless of sex, race or national origin.

**8. LAW ABIDING.** Ethical executives abide by laws, rules and regulations relating to their business activities.

**9. COMMITMENT TO EXCELLENCE.** Ethical executives pursue excellence in performing their duties, are well informed and prepared, and constantly endeavor to increase their proficiency in all areas of responsibility.

**10. LEADERSHIP.** Ethical executives are conscious of the responsibilities and opportunities of their position of leadership and seek to be positive ethical role models by their own conduct and by helping to create an environment in which principled reasoning and ethical decision making are highly prized.

**11. REPUTATION AND MORALE.** Ethical executives seek to protect and build the company’s good reputation and the morale of its employees by engaging in no conduct that might undermine respect and by taking whatever actions are necessary to correct or prevent inappropriate conduct of others.

**12. ACCOUNTABILITY.** Ethical executives acknowledge and accept personal accountability for the ethical quality of their decisions and omissions to themselves, their colleagues, their companies, and their communities.