



Ethics Questionnaire

Directions: For each of the following examples, indicate whether or not you feel that there is an ethical issue. Use the following scale to rank your answers:

1 – Definitely Not **2** – Probably Not **3** – Maybe (Not Sure) **4** – Probably **5** – Definitely

Personal

- 1. You claim deductions on your income taxes that are not valid.
- 2. You use your computer at work to shop online and plan vacations.
- 3. You tell a potential buyer of your used car that it is in excellent condition but in reality the car needs repairs.
- 4. You download music and videos for free off the internet.
- 5. You give a store clerk \$10 for a purchase, receive change for a \$20, and you keep the extra money.
- 6. You download safety programs and information for free off the internet.

Work Examples

- 1. You preserve an injury record by reclassifying the injury so it is not recordable
- 2. You share on the information you've been asked to share, not what you know.
- 3. You fill a vacant position in your department with someone you hand pick rather than posting the position for all employees to see.
- 4. You make copies of safety materials that are copyright protected and distribute them in a meeting.
- 5. You bump into the Purchasing Manager of your company in the hallway, and she reminds you that she is waiting for your boss to sign a purchase requisition so she can complete your safety requisition immediately. When you get back to your office, you discover that your boss is traveling out of town on business. When you contact him on his cell phone, he tells you to forge his signature on the PO and bring it to the Purchasing Manager.



Personal Ethics Assessment

Directions: Rank yourself on each of these characteristics using the following scale (be honest: this is an ethical class):

	Never	Sometimes	Usually	Always
1. Do you maintain appropriate confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you say "no" to inappropriate requests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you show respect for copyright laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you honest when sharing information with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you balance organizational and personal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you able to avoid conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you able to manage your personal biases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you respect the diversity within your organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you utilize your authority properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you challenge yourself to "do the right thing"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does favoritism ever enter into your decision making?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you follow orders regardless if they appear unethical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Organizational Ethics Assessment

Directions: The list below indicates several characteristics of an ethical organization. Rank your company on each of these characteristics using the following scale:

	No/ Never	Sometimes	Usually	Yes/ Always
1. Does your organization have a written ethics policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your company require it's employees to sign a code of conduct statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are ethical behaviors expected out of your leaders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are ethical behaviors rewarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do the leaders in your organization act ethically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the leaders in your organization honest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the behavior of your leaders consistent with the stated ethics and values of the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do the leaders in your organization employ favoritism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your organization offer training in business ethics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do the leaders in your organization balance the needs of the business with ethical issues appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does your organization balance it's short term business goals with its long term need for success?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Do the executives in your organization lead by example?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Code Of Professional Conduct

American Society of Safety Engineers Code of Professional Conduct

Membership in the American Society of Safety Engineers evokes a duty to serve and protect people, property and the environment. This duty is to be exercised with integrity, honor and dignity. Members are accountable for following the Code of Professional Conduct.

Fundamental Principles

1. Protect people, property and the environment through the application of state-of-the-art knowledge.
2. Serve the public, employees, employers, clients and the Society with fidelity, honesty and impartiality.
3. Achieve and maintain competency in the practice of the profession.
4. Avoid conflicts of interest and compromise of professional conduct.
5. Maintain confidentiality of privileged information.

Fundamental Canons

In the fulfillment of my duties as a safety professional and as a member of the Society, I shall:

1. Inform the public, employers, employees, clients and appropriate authorities when professional judgment indicates that there is an unacceptable level of risk.
2. Improve knowledge and skills through training, education and networking.
3. Perform professional services only in the area of competence.
4. Issue public statements in a truthful manner, and only within the parameters of authority granted.
5. Serve as an agent and trustee, avoiding any appearance of conflict of interest.
6. Assure equal opportunity to all.

Approved by House of Delegates June 9, 2002