

Final project - business ethics plan business plan examples

[Business](#), [Company](#)



Action plan

In the case about Frank Jones who is upset after being summoned by the supervisor due to the political meeting he attended during his off time, I will ask him to have a twenty minutes meeting with me. During this time I will explain to him that the supervisor is only concerned about the company's welfare if the opposition party which is the main contributor took notice of his views and put an end to the contributions they make. I will let him know he is free to do whatever he wants during his free time; however he should mind the company's welfare to avoid such confrontations. He has the right to have his own political views but in certain circumstances it is important to keep them for the sake of the company. I will let him see the negative effects that are possible through attendance of such rallies. For this complaint I will put in place the policy that no worker should express their political views in public if they are likely to affect the company in any way negatively.

About the complaint left by Jim Parsonshas about his supervisor Jack treating John who is his longtime friend in a special way, I will sermon Jack in my office and tell him about the complaints raised against him without disclosing who raised them. I will ask him to treat workers equally to ensure good running of the company. I will tell him of the importance of a team in every working institution and warn him not to divide workers through giving special treatment to some. I will let him know he is allowed to have the special friendship bond they have but not expressing it when it comes to matters about the job or company. He is supposed to treat John as the same way he does with the others even though their friendship is more than work related. In relation to this complaint I will place the policy that all employees should

be equally treated without any favors despite their relation.

In reaction to the complaint that Steve Johnson the security officer reported about office workers taking office supplies home for personal use, I will hold an office meeting. During this meeting I will explain to them that it is important to respect property that belongs to the company. Even though they may be cheap it is not cautious to carry them home for personal use. I will explain the importance letting what is supposed to be in office to remain in the office unless given to them by the person responsible over them. I will ask them to use the supplies while still in the office if they need them instead of carrying them home. This will avoid conflicts between them and the security officer. I will assure the security officer that he did a recommendable job by informing me and that it is his duty to check that the workers do not carry the supplies home. In response to this case I will make a policy that all office supplies should only be used in the office and they should not be taken home under any circumstances.

I will have a talk with the sales director, Oliver Crumbs to let him know that he should not let it slip that he and the sales force accepts gifts from vendors. I will let him know it is important that even though the company will not require the gifts given to them, it is important that it is known they received gifts. He is supposed to give a report that is inclusive of the gifts they receive and from whom they are received from since the company will then be able to offer the best services to such vendors. Despite the value of the gift that is received the company should be made aware about it. The policy that I will put in place to address this issue is that if a gift is received from any of the vendors, it is a requirement that it is reported and noted

down.

On the case that Francis Barrows reported about the expense reports of the sales department, I will email back and assure him that the matter will be looked into. I will reassure him that the matter will be investigated to know the validity of the claims about reimbursements of large sums of money without receipts and a solution will be made. I will then ask the head of the sales department about these claims and if the claims are valid ask him to ensure receipting of any amounts of money being disbursed to be receipted as a solution to ensuring that they look valid. I will then put in place the policy that any amount that is disbursed in the sales department should be receipted under all conditions and this should reflect in their reports.

The company's code of Ethics.

- All activities will be carried out in a professional and responsible way.
- There should be transparency throughout the company to enhance performance of the company.
- Employees need to be treated equally without any discrimination on grounds of their sex, age, religion, nationality or any other different condition that could be in existence.
- All employees should be treated with dignity and respect.
- The employees should establish a clear criterion for communication amongst themselves and with the employees to ensure smooth running of the company.
- There should be respect towards all the property that belongs to the company even though it is under anyone's department.

- Ensure participation in social programs by the employees of the company.
- All the workers are supposed to have respect towards human rights and learn to promote them at all times or at every possible opportunity.
- The policy of political neutrality having in mind sensitiveness of the company or the people related to the company is important. However, there should be respect of people's opinions about the political affairs.
- Maintenance of balance between the company rights and the rights of the employees to ensure some form of equity.

Why ethics in the company is important and what can happen if people behave unethically.

Ethics is a very important aspect for any organization or company whether small or large. It is important for a business to thrive through success while maintaining its ethics. Ethics is necessary so that the management of the company set a pace for the other employees to follow. If a business owner uses or applies ethics in his business the likelihood that the employees will also follow the same ethics is very high.

Code of ethics is important for providing guidance to the managerial decisions that are made in order to create a good framework for foundation of decisions. This helps in creating boundaries within an organization and setting of standards for the interaction of existing external stakeholders.

Code of ethics is also important in protecting the reputation of a company and in case of ethic breaching by an employee there is legal standing. Codes of ethics are necessary to address issues such as interest conflict, how to behave towards competitors, information privacy, gift giving, making political contributions, and helps people in the organization know how they

should generally act. However, to ensure the code of ethics is followed it should be monitored continually and ensure it is comprehensive.

If people behave unethically in a company, it is obvious that they will act recklessly. They stop being accountable for their own behavior and this could lead to the company spoiling its reputation. The company's reputation is very important for it to make profits or to do business. Unethical behavior therefore leads to poor performance in the company and very little profits are made. In some worse cases this could lead to fall of a company that once was very powerful and excelling. Unethical behavior, leads to poor relationship among the employees or between the employees and the bosses. If people behave unethically in companies that have ethical codes they are likely to lose their jobs if the behavior is continuous. Such individuals are likely to cause conflicts in the company.