

# MILESTONE

*Providing Stepping Stones  
Along the Path to Success*



A WOMAN-OWNED  
SMALL BUSINESS

ETHICAL CODE  
OF CONDUCT

Having an ethical compass is essential to an organization. Ethics goes beyond what the law says is legal. It expands the law by going beyond a government's reach to outline what is acceptable business practices. What is legal may not always be ethical. Just because you won't go to jail if you are caught, doesn't mean that it is the right thing to do.

It is essential that professionals conduct their work in an ethical and legal manner. Without this, there will be no trust or confidence from others. Building trust with not only your customers but also your employees is a key organizational success factor. If management shows that making ethical decisions are important to the organization, employees are more likely to also use ethical reasoning when making a decision.

The Josephson Institute of Ethics, a non-profit whose mission is to improve the ethical quality of society by changing personal and organizational decision making and behavior, gives 6 Pillars of Character which should be included in an organization's Ethical Code of Conduct.

### ***Trustworthiness***

Safeguard public confidence in the integrity of the organization by displaying honesty in all dealings and avoiding conduct that might create the appearance of impropriety. Go beyond what is legally required to permit public scrutiny of your activities.

### ***Respect***

Treat others with dignity – the way you would like to be treated. Be civil, courteous, and decent with all employees, customers, and business partners.

### ***Responsibility***

Conduct business efficiently and honorably in a manner that permits employees, suppliers, vendors, customers, and members of the local community to make informed judgments and hold the company accountable.

### ***Fairness***

Seek to be impartial; employ independent objective judgment on merit, free from conflicts of interest – both real and apparent. Compensate all employees equitably; minimize wage disparities.

### ***Caring***

Demonstrate a genuine sense of compassion and concern for the welfare of others – inside and outside the company walls. Don't allow tax advantages to dictate charitable contributions from the company. These are ploys, not contributions.

### ***Citizenship***

Honor and respect the principles and spirit of democracy and set a positive example by observing the letter and spirit of laws. Demonstrate a commitment to the environment and to social responsibility that goes beyond legal requirements.

[www.josephsononbusinessethics.com/2010/11/including-the-six-pillars-of-character-in-your-companys-ethics-code/](http://www.josephsononbusinessethics.com/2010/11/including-the-six-pillars-of-character-in-your-companys-ethics-code/)

A clearly outlined Ethical Code of Conduct should be communicated and enforced throughout the organization. An ethics committee can be established to concentrate on new issues and to set up ethical codes and policies.

Join Dr. Mathis on Friday, March 4 for our free *Successfully Running Hybrid Projects* webinar. If you cannot attend, a replay link will be sent out after the webinar. To register, go to [www.themathisgroup.com/webinars](http://www.themathisgroup.com/webinars).

## UPCOMING FREE WEBINAR

### SUCCESSFULLY RUNNING HYBRID PROJECTS

FRIDAY,  
MARCH 4

10:00 - 11:00 AM CST

1 PDU

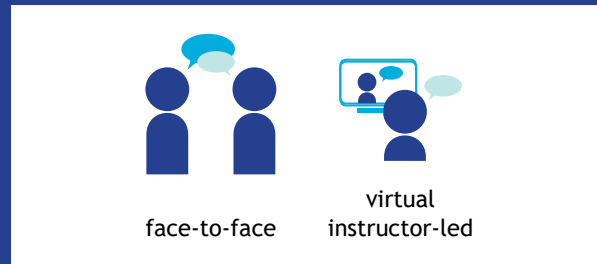
TO REGISTER, GO TO  
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SATISFIED CLIENT  
OF THIS COURSE

Beverly Farm

# ETHICS IN THE WORKPLACE - 1 DAY



**Course Description:** This one-day course will focus on ways employees can make decisions and evaluate what is right, proper, and just. This course will deal with theory, as well as actions and behaviors that influence ethics in the workplace. Participants will learn how to successfully draw on their own ethics, moral standards, and beliefs, as well as how to respect the ethics of others while following organizational values that have been set.

## **Course Objectives:**

### **Objective 1: Examine values in America**

- Define theories of ethics
- Discuss myths of ethics and values
- Evaluate the internal pressure to cheat
- Label types of ethics
- Compare sources of ethics

### **Objective 2: Show levels of moral development**

- Compare subjective and objective morals
- Analyze solving moral problems
- Discuss bribery
- Review what is our moral duty
- Compare conflict of moral guidelines
- Evaluate employee rights and how that affects ethics
- Apply accountability and ethics
- Examine agents and roles of moral accountability
- Demonstrate moral responsibility within the organization

### **Objective 3: Examine whistle blowing**

- Describe ethics and trust
- Compare ethics and money
- Examine choices when asked to do something unethical



A WOMAN-OWNED SMALL BUSINESS (WOSB)



Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.

DR. KEITH MATHIS, PMP, PMI-ACP, CSM  
WANDA MATHIS, M.ED. PMI-ACP

# PROJECT MANAGEMENT TRAINING

OVER 60 PROJECT MANAGEMENT COURSES REGISTERED WITH PMI

PRESENTATIONS THE EDUCATE, MOTIVATE, AND INSPIRE

Since 1993, The Mathis Group has been helping organizations change worker productivity and behavior.

PROJECT MANAGEMENT  
MARKETING  
MOTIVATION  
ORGANIZATIONAL BEHAVIOR  
LEADERSHIP  
CUSTOMER SERVICE

## COMPANY MANDATE

The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

## VALUES STATEMENT

Every person has worth and should be treated with respect.

## AREAS OF EXPERTISE

- Curriculum Design
- Project Management
- Organizational Behavior and Development
- Management
- Marketing
- Strategic Planning
- Executive Coaching
- Performance
- Team Building
- Emotional Intelligence
- Leadership
- Customer Service
- Creating Customer Value
- Supervisory Leadership
- Coaching and Counseling

9515 N Spring Valley Dr  
Pleasant Hope, MO 65725  
800-224-3731  
417-759-9110  
(voice/fax)

[www.themathisgroup.com](http://www.themathisgroup.com)

keith@themathisgroup.com  
wanda@themathisgroup.com

DUNS Number:  
007722098  
CAGE: 3C1N9  
GSA Contractor Number:  
GS-02F-0010V

