FRANK C. BUCARO AND ASSOCIATES

LEADING THE CRUSADE FOR ETHICS IN BUSINESS

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AN ETHICS AUDIT

WHAT WOULD AN ETHICAL VIOLATION COST YOUR ORGANIZATION?

Dozens of companies have been fined millions of dollars, lost thousands of employees, and have struggled through very negative public relations campaigns due to ethical scandals. These infringements started, many times, with one employee.

HOW DO YOU DECREASE THE RISK OF AN ETHICAL VIOLATION WITHIN YOUR ORGANIZATION?

Consider the following questions to take a proactive approach to ethics training:

1. Do you have a "zero-tolerance" policy? (If not, why not?)
2. Do you have a formal code of ethics? (If so, do all employees have a copy of it? Did employees have input into its creation?)
3. Do you provide training for employees, at all levels, in ethical decision making?
4. Is your ethics training a "one-shot" approach or is it continual?
5. How does your company express its commitment to ethics to its employees?
6. Are employees encouraged to take responsibility for their behavior?
7. Are employees encouraged to question authority when asked to do something they consider wrong?
8. Do you have a hotline or some other channel for employees to report unethical behavior?
9. Is misconduct dealt with swiftly, firmly and justly within the company?
10. Does your company emphasize to all executive leadership that they must be models of ethical behavior for the rest of the company, at all times?

Three key questions for your employees to answer:

1. How do you rate your personal ethics?

0	1	2	3	4	5
(Worst)					(Best)

2. How do you rate your supervisor's ethics?

0	1	2	3	4	5
(Worst)					(Best)

3. How could we improve company ethics?