



Career Solutions Publishing Group Toll free: (888) 299 - 2784 Fax: (610) 993 - 8249
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Workplace Ethics

What's the Big Deal?

CTAE-FS-9 Ethics and Legal Responsibilities: Learners commit to work ethics, behavior, and legal responsibilities in the workplace.

Understanding and Goals

Unit Understandings, Themes, and Concepts:

Enduring Understandings:

Students will learn how being dishonest on the job can seriously and negatively impact their job. Students should understand what constitutes stealing and how much their seemingly small actions can cost a company per year.

Primary Learning Goals:

Essential Questions:

- Why do employees think it is okay to take small items or give things to friends while on the job?
- How do you think this type of theft should be handled?

Students with disabilities:

For students with disabilities, each instructor should refer to the student's IEP to be sure that the accommodations specified in the IEP are being provided within the classroom setting. Instructors should also familiarize themselves with the provisions of Behavior Intervention Plans that may be part of a student's IEP. Frequent consultation with a student's special education instructor will be beneficial in providing appropriate differentiation within any given instructional activity or requirement.

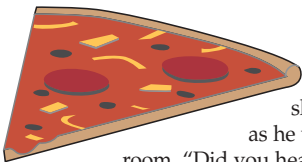
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Series I No. 1

What's the Big Deal?

Pizza Predicament



"Hey, Ling," shouted Pedro as he walked into the room. "Did you hear about the new band that's coming to town?"

Ling grabbed Pedro's hat and said, "You should have been at the basketball game last night. We were really good. It was my best game ever. I scored 29 points!"

"Give me my hat. I'm trying to tell you that a great new band is coming. Find out who wants to go hear it.

Later that afternoon, Ling and Pedro met their friends Nick and Shiva at Luigi's Pizza, where Emily worked. Above the noise Pedro shouted, "Hey, Emily, do you want to go with us to hear a new band next month? Let me know. And bring us a large pepperoni in a hurry. I have to get to work."

Ten minutes later, Emily brought out a large pepperoni pizza, four drinks, and the check. "Whose check is that, Emily?" teased Nick. "You aren't going to make us pay, are you? Your boss isn't around, so she'll never know."

"Look, Nick, you're not funny. If you want this pizza, you have to pay for it. I can take it right back to the kitchen," snapped Emily, who was rushed with customers. "If you were really my friend, you wouldn't ask that, even if you don't mean it. I could get in a lot of trouble if I gave you a free pizza. That's the same as stealing. I could lose my job."

"Emily, what's your problem?," joked Pedro. "It's not like we're asking you to commit murder. We're only talking about one little pizza. What's the big deal?"

What would you do?

If you were in Emily's situation, how would you react to the friends?

The Boss's Point of View

If Emily gives away free pizzas:

- I will lose money.
- I will be very angry.
- I will have to tell her to stop.
- I can't trust her.
- I will give her a warning about losing her job.
- I will wonder if other employees are giving away food.
- I will have to watch my employees more carefully.
- I will deduct the cost of the pizza from her pay.
- My relationship with Emily will suffer.
- I will think twice before I grant Emily special favors.



Left to right: Ling, Pedro, Nick; Shiva and Emily

Dishonesty at Work

Every year in the U.S. people who consider themselves "honest" steal millions of dollars in goods and services from their employers. In most cases, employees don't think twice about taking small items like pens or paper. They don't realize that taking unauthorized items lowers a company's profit.

Sometimes, the consequences for dishonesty can be harsh. For example, Philadelphia newspapers reported that a Villanova University basketball star was given a university phone card to make one call to a

reporter for an interview. He continued to use the card without permission, charging \$3,100 in calls. He was suspended for three games and had to repay the entire amount. His actions not only stained his reputation but threatened his school's ranking in the NCAA basketball championships.

Employee dishonesty can be found everywhere people work. Look at the following workplaces and list some items that employees take without realizing how much money it costs their employer.

Restaurant

Business Office

Movie Theater

Hospital

Clothing Store

Drugstore

Behind the Scenes

SuperAmerica Sports Center employs several people. The owner trusts the employees because they work hard and are cooperative. But some employees take supplies and arrive late to work. Multiply the cost of items taken in one day by

220, the number of working days in a year. How much is SuperAmerica losing to employee dishonesty? If more employees take time or merchandise, will SuperAmerica be able to afford annual raises and company bonuses?

Items Taken by Employees Each Day

Two pens

Employer Cost

.89 each

Loss to Company

\$ _____

One 10-minute personal long-distance call

.18 per minute

\$ _____

12 personal photocopies

.05 per copy

\$ _____

30 minutes spent in casual conversation

\$6.50 per hour

\$ _____

15 minutes late to arrive to work

\$5.75 per hour

\$ _____

15 minutes, 2 people extra time spent at lunch

\$7.20 per hour

\$ _____

10 minutes for early departure time from work

\$5.64 per hour

\$ _____

One tee shirt

\$8.00

\$ _____

One can of tennis balls

\$2.49

\$ _____

Total One Day's Loss

\$ _____

Multiply this number by 220 working days

Total Annual Loss

\$ _____

Excuses, Excuses, Excuses...

List some of the reasons employees give for taking products or using services.

1. "It's only a pen. No one will care."

2. _____

3. _____

4. _____

5. _____



Ask Jess

Dear Jess,

Last night, I went to a career fair to talk with employers about jobs. Before I left work, I made several copies of my resume to take with me. My boss looked at me funny when I walked out the door. Did I do anything wrong?

Worried

Dear Worried,

Did you ask your boss for permission? If not, keep your hands off the copier. Each business has its own policy about making personal copies. Ask what it is.

Dear Jess,

A person I work with is really nice, and I like him. The problem is he comes to work late sometimes because he has to drop his daughter off at school. He asks me to punch his time card so he won't get in trouble for being late. What should I do?

Willing to Help

Dear Willing to Help,

You both could get fired because he is stealing time from your company and you are being dishonest. Tell your friend to talk with your boss and work out a compromise. Maybe he could stay after work to make up the time.

Need help with a problem? Write to:
Ask Jess, c/o Career Solutions
Training Group, 13 East Central Ave.,
Paoli, PA 19301.



"GEE, MY DADDY HAS BOXES OF THESE SAME PENCILS AT HOME."



Two series of 16 issues of *It's for Real* are published by Career Solutions Training Group, 13 East Central Avenue, Paoli, PA 19301. Telephone: (610) 993-8292; FAX: (610) 993-8249. Purchase price: \$495 for 30 copies of each series with reproducible supplemental activities. Publisher: Doris D. Humphrey, Ph.D.; Editorial Staff: Elfriede Borst, Deborah Stuart. It is illegal to transmit in any form or photocopy any portion of this newspaper without written permission of the publisher.



What's the Big Deal?

Teacher's Guide

2nd Edition

Underlying Theme of This *It's for Real* Issue

Honesty in the Workplace

Summary of This *It's for Real* Issue

Emily, one of the *It's for Real* core group of friends, is an employee of a pizza shop. Her friends order a pizza, then ask her not to charge them because her boss is away and will never know. She rejects their request, but some of her friends have trouble understanding why.

Students' Challenge

Some people are intensely loyal to their friends and may make inappropriate decisions in order to please them. Your students must think about the complex issues of Emily's problem, realizing that this is not a simple matter of giving away one pizza. Emily's integrity, the financial viability of her employer, and her manner of handling decisions in the future will be influenced by the way she handles this situation.

Performance Standards

After students complete this issue of *It's for Real*, they should be able to:

- debate the ethics of giving away without permission any supplies or materials belonging to an employer.
- discuss why an employee and an employer might have different attitudes toward employees who give away small items.
- analyze the influence of friends on the decision-making process.
- predict how future ethical decisions are influenced by daily actions.

The Teacher's Corner

In today's society, the lines between right and wrong have blurred. Where once society looked at ethical issues in black and white with some patches of gray, today the gray area has grown larger, and the black and white areas have diminished or, in some cases, disappeared.

This leaves teenagers uncertain about what is appropriate behavior. Many, without strong support systems at home to help them clarify confusing ethical issues, use the gauge, "What can I get away with?" to measure suitable behavior. Often, this is supported by the attitude, "It's okay as long as I don't get caught."

After this story was tested in classrooms, teachers told us that some students strongly believed Emily should not charge her friends for the pizza. They felt that the friends had only a little money, and the employer had plenty. Their thinking was very simple—one pizza doesn't make much difference to a store. Other students adamantly believed that Emily should charge her friends for the pizza, insisting "they're not real friends if they want her to do something wrong."

Suggested Evaluation for Each Activity

Evidence of understanding the problem or the issue	35%
Acceptable solution to the problem based on employment standards	35%
Organized, thoughtful, written or oral communication of the response	30%

Teaching Suggestions

Recommendations are given below for using each section of *It's for Real*.

What would you do?

Divide your students into groups of four or five. Ask each group to discuss what Emily should do in this situation, agree on an answer, and give reasons why. In a short feedback session, ask each group to report its decision and rationale. Expect the debate to be lively.

The Boss's Point of View

The Boss's Point of View provides a special opportunity for you to raise students' awareness about what is expected when they go to work. For some, it will be the first time they have ever heard the employer's point of view about honesty, and they may be surprised at the high standards. Many will have misconceptions about what is acceptable and unacceptable behavior in the workplace. Each of the points from *The Boss's Point of View* is discussed below.

- **I will lose money.** The employer had expenses in the making and selling of the pizza. When the money is not recouped through purchases, the store loses money.
- **I am going to be very angry.** Anger is one natural reaction of employers when people they trust disappoint them.
- **I will have to tell her to stop.** If Emily gave away a pizza once, she is likely to do so again.
- **I can't trust her.** Most employers trust their workers. When that trust is abused, the employer becomes suspicious of the employee's other actions.
- **I will give her a warning about losing her job.** A manager cannot afford to keep an employee who gives away the product. This boss is being generous by providing a first warning.
- **I will wonder if other employees are giving away food.** One employee can cast suspicion on a whole group of people.
- **I will have to watch my employees more carefully.** Greater supervision will be required.
- **I will deduct the cost of the pizza from her pay.** Someone has to pay for the pizza. If Emily wants to give a gift to her friends, then she has to pay for it.
- **My relationship with Emily will suffer.** Emily has confused her employer about what can be expected from her.
- **I will think twice before I grant Emily special favors.** The boss won't feel like granting favors any more if this is the reward for being nice.

Solutions for Page 2

Solutions for the exercises on page 2 of *It's for Real* are shown below.

Dishonesty at Work

Students will have many ideas to share about honesty. Accept any reasonable answers your students provide. Suggestions are listed below.

Restaurant

Food without permission
Time for personal matters

Business Office

Small supplies
Personal telephone calls

Movie Theatre

Watching a feature during work time
Talking with friends while customers wait

Hospital

Bandage supplies
Free drug samples

Clothing Store

Small personal items
Extended time at breaks

Drugstore

Candies
Film

Behind the Scenes

The loss to SuperAmerica Sports Center is shown below.

	Employer Costs	Loss to Company
Pens	2 x \$.89	\$ 1.78
Long distance call	10 min. x \$.18/min.	1.80
Photocopies	12 x \$.05/copy	.60
Time in conversation	.5 x \$.65/hour	3.25
Arrived late	.25 x \$5.75	1.44*
Extra time at lunch		
2 people	.25 x \$7.20 x 2	3.60
Early departure	1/6 hour @ \$5.64	.94*
Tee shirt	1 @ \$8.00	8.00
Tennis balls	1 @ \$2.49	2.49
Total One Day's Loss		\$ 23.90*
Total Annual Loss		\$5,258.00*

*Answers may vary slightly due to rounding

Excuses, Excuses, Excuses

Let students share their answers. You will get a wide variety of excuses; however a few suggestions are given below.

1. This company is rich.
2. They'll never know.
3. I work hard. I deserve this.
4. It didn't cost much.

Ask Jess

Your students may not agree with the *Ask Jess* answers. If they disagree, consider this an opportunity to place issues on the table that students don't usually discuss. Any time you have an intelligent debate about business ethics, your students are better prepared for work.



What's the Big Deal?

**Supplemental Activities 1, 2, and 3
and Transparency 1**

It's for Real supplemental activities and transparencies are self-instructional and may be used for individual work, group work, or homework. You have permission to make 30 copies of the supplemental activities to accompany the 30 tabloids you purchased. Teaching suggestions, solutions, and suggested evaluation for each activity are provided below.

Suggestion - Activity 1

In order to evaluate reading comprehension, students are asked to fill in five pieces of information about the story "Pizza Predicament." This activity will also evaluate memory retention.

It's Your Decision asks students to describe how they would react in different workplace situations involving honesty. Allow students to discuss their answers in small groups. Encourage them to consider each situation thoughtfully before giving an answer.

Suggestion - Activity 2

Activity 2 requires students to calculate the amount of money a pizza store would lose if employees failed to charge friends for a pizza. This activity comes in two versions.

Side 1: For a class with limited math skills, use Side 1 where most of the math calculations are provided. Students are asked to do simple addition and multiplication.

Side 2 – Challenge: For a class with strong math skills, use the Side 2 – Challenge. Students will need a background in fractions, decimals, and percentage to solve this more complex problem.

- You may wish to blank out all the lists under Ingredients, Wages, and Other items, then engage the trainees in a brainstorming session to identify what expenses go into making and selling one pizza.

Suggestion - Activity 3

Divide students into cooperative learning groups. Ask them to make a telephone appointment or personal appointment with the human resource manager, a supervisor, or an owner of a local workplace. You can customize the activity by providing the names of local establishments you want trainees to call or visit.

In addition to the information students learn from their workplace visit, even greater value comes from comparing what each group learned. Use the chalk board or a flip chart to list the responses from employers to each group's interview questions. Then ask the students to identify all the common answers; for example, at several workplaces, the penalty for dishonesty may be a reprimand the first time, followed by job dismissal for a repeated offense. By discovering this information through interviews and identifying the common responses across industries, students can relate more clearly to the penalty.

Career Education Option

Most students do not know how much money each person earned who is listed under the Wages section of Activity 2, nor do they have a clear understanding of each person's duties and responsibilities, training, and education. Consider asking your students to research the salaries, duties and responsibilities, and training and education of the people identified. They may do this by interviewing local workers in your town, searching the career education data bases on the Internet, or surveying employment agencies.

Suggestion - Transparency 1

A survey of executives showed that dishonesty by employees tops the list of behaviors that upset them most. Use the information from this survey to confirm that Emily did the right thing when she charged her friends for the pizza. The survey results also name several additional traits that lead to job failure. Engage your students in a discussion of each item on the list.

Solution and Suggested Evaluation - Activity 1

- 29
- A new band
- Pepperoni
- The food check
- Saving for concert tickets

It's Your Decision possible answers. Accept others as appropriate.

- Accept any answer indicating that students understand that making extra cinnamon buns to give away is dishonest.
- Look for answers showing that the students notified the church and the homeowner about finding the money.
- Accept any response that indicates the student would not allow the friend to visit.
- Responses should indicate that using a company car and company time for personal visits is dishonest.
- Answers should stress that giving away free food is dishonest.

Scoring

Items 1-5 5 points each = 25 points

Items 6-10 15 points each = 75 points

Total = 100 points

Solution and Suggested Evaluation - Activity 2 and Activity 2 - Challenge

Activity 2			
Ingredients: Pepperoni Pizza			
Two cups of flour for dough @ \$.07 a cup		\$.14
Salt and pepper @ \$.01 each			.02
1/2 cup tomato sauce @ \$.40 a cup			.20
1/4 cup spices @ \$.60 a cup			.15
1/4 pound pepperoni @ \$.30 a pound			.75
1 cup mozzarella cheese @ \$.38 a cup			.38
Total cost of ingredients		\$	1.64
Wages			
Pizza maker who earns \$6 an hour	To prepare one pizza		
	(6 minutes)	\$.60
Person who orders supplies @ \$6 an hour	(2 minutes a week)		.20
Person who stocks supplies on shelf @ \$4.50 an hour	(2 minutes a week)		.15
Bookkeeper who pays bills and manages bank account @ \$9 an hour	(1 minute a week)		.15
One employee's time while serving her friends @ \$3 an hour	(10 minutes)		.50
Manager's time for keeping Luigi's Pizza running @ \$430 a week (assume 40 hours a week)	(2 minutes a week)		.36
Maintenance staff for cleaning up @ \$5.50 an hour	(5 minutes a week)		.46
Subtotal of wages of employees who are needed to make pizza		\$	2.42
Taxes and other employment costs for each employee (.333 of the total wages)		\$.81
Total amount of wages		\$	3.23
Other items (hidden costs)			
Rental for store space	(\$1.50 for each pizza)	\$	1.50
Electricity for baking and keeping Luigi's Pizza Shop open	(\$1.13 for each pizza)		.13
Cost of the electricity to bake the pizza	(\$0.02 for each pizza)		.02
Tables and chairs for sitting, paper products and plastic ware	(\$0.08 for each pizza)		.08
Total other items		\$	1.73
Grand total for one pizza		\$	6.60
Calculate the total cost if employees fail to charge for three pizzas in one week. (Show how you reached this total.)		\$	19.80
Calculate the total cost if employees fail to charge for three pizzas a week each week of the year. (Show how you reached this total.)		\$	1,029.60

Activity 2 - Challenge			
Ingredients: Mushrooms and Extra Cheese Pizza			
Two cups of flour for dough @ \$.08 a cup		\$.16
Salt and pepper @ \$.01 each			.02
1/2 cup tomato sauce @ \$.38 cents a cup			.19
1/4 cup spices @ \$.80 a cup			.20
1/2 pound mushrooms @ \$.29 a pound			1.15
2 cups mozzarella cheese @ \$.48 a cup			.96
Total Cost of Ingredients		\$	2.68
Wages			
Pizza maker who earns \$6 an hour	To prepare one pizza		
	(6 minutes)	\$.60
Person who orders supplies at \$9 an hour	(2 minutes a week)		.30
Person who stocks supplies on shelf @ \$4.90 an hour	(1 minute a week)		.08
Bookkeeper who pays bills and manages bank account @ \$12 an hour	(1 minute a week)		.20
Kelly's time while serving her friends @ \$3.00 an hour	(15 minutes)		.75
Manager's time for keeping Luigi's Pizza running @ \$480 a week (assume 40 hours a week)	(2 minutes)		.40
Maintenance staff for cleaning up @ \$4.90 an hour	(5 minutes a week)		.41
Subtotal of wages of employees who are needed to make pizza		\$	2.74
Taxes and other employment costs for each employee (.333 of the subtotal)		\$.91
Total amount of wages		\$	3.65
Other items (hidden costs)			
Rental for store space	(\$1.25 for each pizza)	\$	1.25
Electricity for baking and keeping Luigi's Pizza Shop open	(\$1.16 for each pizza)		.16
Cost of the oven to bake the pizza	(\$0.02 for each pizza)		.02
Tables and chairs for sitting, paper products and plastic ware	(\$1.11 for each pizza)		.11
Total other items		\$	1.54
Grand Total for one pizza		\$	7.87
Calculate the total cost if employees fail to charge for three pizzas in one week. (Show how you reached this total.)		\$	23.61
Calculate the total cost if employees fail to charge for three pizzas a week each week of the year. (Show how you reached this total.)		\$	1,227.72

Scoring — Activity 2

Total cost of ingredients	10 points
Subtotal of wages	10 points
Calculation of taxes	10 points
Total amount of wages	10 points
Total other items	10 points
Grand total for one pizza	20 points
Total for three pizzas in one week	10 points
Math calculations shown	5 points
Total for three pizzas a week for one year	10 points
Math calculations shown	5 points
Total	100 points

Scoring — Activity 2 - Challenge

Ingredients: 6 individual calculations @ 2 pts.	12 points
Total cost of ingredients	10 points
Wages: 9 individual calculations @ 2 pts.	18 points
Total amount of wages	10 points
Other items: 4 individual calculations @ 2 pts.	8 points
Total other items	10 points
Grand total for one pizza	12 points
Total for three pizzas in one week	8 points
Math calculations shown	2 points
Total for three pizzas a week for one year	8 points
Math calculations shown	2 points
Total	100 points

Solution and Suggested Evaluation - Activity 3

Students will receive a variety of responses from their interviews. The responses should be comprehensive and written in an easy-to-understand form. Identifying commonalities for dealing with dishonest behavior among companies is the most important part of this activity.

Scoring

Complete information obtained	30 points
Common items between groups identified	40 points

Clearly written information provided	30 points
Total	100 points

What's the Big Deal?

Activity 1

Check your reading

How well do you remember what you read from "Pizza Predicament." Without looking back, write your answers in the blanks below.

1. How many points did Ling score in the basketball game? _____
2. What was coming to town? _____
3. What kind of pizza did Pedro order? _____
4. What did Emily deliver to the table that the group of friends did not want? _____
5. Why did the group of friends not want to pay for the pizza? _____

It's Your Decision

What would you do in each of the following situations? Compose complete sentences for your answers.

6. You work in a bakery making cinnamon buns. The manager has given permission for employees to take home all leftover fresh cinnamon buns when the store closes. Another employee asks you to make extras today. She wants to trade the leftovers with a friend who works at a bagel store that has the same "take home policy." _____
7. Your neighbor who lives next door to a church has hired you to rake leaves. You find a \$20 bill hanging in the wooden fence between the yard you are raking and the church. _____
8. You are baby-sitting at a home where the parents have told you "No visitors" while you are sitting. Your best friend, who has just broken up with her boyfriend, calls to ask if she can come over. She says she is desperate to talk. _____
9. As a driver for a florist, you are told to fill the car with gas at the beginning of each work shift and to use the car for florist deliveries only. Your girlfriend or boyfriend who bags at a grocery only a short distance away wants you to drive by and say hello. _____
10. Near the end of a movie, your friend stops by the refreshment counter in the theater and says, "How about a free box of popcorn? I'm out of money." You are the only person working the counter, and no one else is around. _____



What's the Big Deal?

Activity 2

How Much Does One Pizza Cost?

The owners of Luigi's Pizza have learned that some employees are serving their friends pizzas without paying. Before they confront the workers, they want to determine how great the store's loss is. Calculate the total cost of one pizza, including ingredients, labor, and hidden costs of running a business. Complete the calculations below.

Ingredients: Pepperoni Pizza

Two cups of flour for dough @ \$.07 a cup	\$.14
Salt and pepper @ \$.01 each	.02
1/2 cup tomato sauce @ \$.40 a cup	.20
1/4 cup spices @ \$.60 a cup	.15
1/4 pound pepperoni @ \$3.00 a pound	.75
1 cup mozzarella cheese @ \$.38 a cup	.38

Total cost of ingredients

\$ _____

Wages

To prepare one pizza

Pizza maker who earns \$6 an hour	(6 minutes)	\$.60
Person who orders supplies @ \$6 an hour	(2 minutes a week)	.20
Person who stocks supplies on shelf @ \$4.50 an hour	(2 minutes a week)	.15
Bookkeeper who pays bills and manages bank account @ \$9 an hour	(1 minute a week)	.15
One employee's time while serving her friends @ \$3 an hour	(10 minutes)	.50
Manager's time for keeping Luigi's Pizza running @ \$430 a week (assume 40 hours a week)	(2 minutes a week)	.36
Maintenance staff for cleaning up @ \$5.50 an hour	(5 minutes a week)	.46

Subtotal of wages of employees who are needed to make pizza

\$ _____

Taxes and other employment costs for each employee (.333 of the total wages)

\$ _____

Total amount of wages

\$ _____

Other items (hidden costs)

Rental for store space	(\$1.50 for each pizza)	\$ 1.50
Electricity for baking and keeping Luigi's Pizza Shop open	(\$.13 for each pizza)	.13
Cost of the electricity to bake the pizza	(\$.02 for each pizza)	.02
Tables and chairs for sitting, paper products and plastic ware	(\$.08 for each pizza)	.08

Total other items

\$ _____

Grand total for one pizza

\$ _____

Calculate the total cost if employees fail to charge for three pizzas in one week. (Show how you reached this total.)

\$ _____

Calculate the total cost if employees fail to charge for three pizzas a week each week of the year. (Show how you reached this total.)

\$ _____



What's the Big Deal?

Activity 2 – Challenge

How Much Does One Pizza Cost?

The owners of Luigi's Pizza have learned that some employees are serving their friends pizzas without paying. Before they confront the workers, they want to determine how great the store's loss is. Calculate the total; cost of one pizza, including ingredients, labor, and hidden costs to run a business. Complete the calculations below.

Ingredients: Mushrooms and Extra Cheese Pizza

Two cups of flour for dough @ \$.08 a cup	\$ _____
Salt and pepper @ \$.01 each	_____
1/2 cup tomato sauce @ \$.38 cents a cup	_____
1/4 cup spices @ \$.80 a cup	_____
1/2 pound mushrooms @ \$2.29 a pound	_____
2 cups mozzarella cheese @ \$.48 a cup	_____
Total Cost of Ingredients	\$ _____

Wages

Pizza maker who earns \$6 an hour	To prepare one pizza (6 minutes)	\$ _____
Person who orders supplies at \$9 an hour	(2 minutes a week)	_____
Person who stocks supplies on shelf @ \$4.90 an hour	(1 minute a week)	_____
Bookkeeper who pays bills and manages bank account @ \$12 an hour	(1 minute a week)	_____
Emily's time while serving her friends @ \$3.00 an hour	(15 minutes)	_____
Manager's time for keeping Luigi's Pizza running @ \$480 a week (assume 40 hours a week)	(2 minutes)	_____
Maintenance staff for cleaning up @ \$4.90 an hour	(5 minutes a week)	_____

Subtotal of wages of employees who are needed to make pizza \$ _____

Taxes and other employment costs for each employee (.333 of the subtotal) \$ _____

Total amount of wages \$ _____

Other items (hidden costs)

Rental for store space	(\$1.25 for each pizza)	\$ _____
Electricity for baking and keeping Luigi's Pizza Shop open	(\$.16 for each pizza)	_____
Cost of the oven to bake the pizza	(\$.02 for each pizza)	_____
Tables and chairs for sitting, paper products and plastic ware	(\$.11 for each pizza)	_____

Total other items \$ _____

Grand total for one pizza \$ _____

Calculate the total cost if employees fail to charge for three pizzas in one week. (Show how you reached this total.) \$ _____

Calculate the total cost if employees fail to charge for three pizzas a week each week of the year. (Show how you reached this total.) \$ _____



Activity 3

What is Dishonesty?

Divide into teams of three and interview the human resources manager, a supervisor, or an owner of one of the workplaces named below. Ask the person the questions about honesty listed below. Write his or her answers and compare them with what other teams learned when they interviewed people at different types of workplaces.

Workplaces to interview: Pharmacy, restaurant, hotel, health care center or hospital, retail store, veterinary center, insurance company, consulting business

Questions:

1. Name some of the things that employees do that you consider dishonest.

2. What is the penalty for dishonesty in your company?

3. What do you consider the gray areas that might be considered dishonest at some companies but not all? _____

4. What do you think about someone who takes pads, pens, food, supplies, or other items from your company?



What Upsets Employers Most

Dishonesty and lying

Irresponsibility, goofing off, and attending to personal business on company time

Arrogance, egotism, and excessive aggressiveness

Absenteeism and lateness

Not following instructions or ignoring company policies

A whining or complaining attitude

Absence of commitment, concern, or dedication

Laziness and lack of motivation and enthusiasm

And, to a lesser extent:

Lack of character, disrespect, making ill-informed decisions, and taking credit for work done by others

Information taken from a nationwide survey of 100 Fortune 1000 company vice presidents compiled by Accountemps.



It's For Real Workplace Ethics

Free Lesson at: www.careersolutionspublishing.com



It's for Real Workplace Ethics is a powerful learning tool about **workplace ethics** and **employability skills**. The lessons are available in two formats: a tabloid size, one-page newspaper or a narrated, interactive CD. The lessons are conveyed in two series that address 16 different ethics themes. The entire series follows five teenage friends who work part-time and encounter ethical situations relevant to any job. *It's For Real* includes an Instructor's Guide with solutions, a transparency master, and three additional activities that involve critical thinking, group work, and community and local employer involvement.

It's For Real Workplace Ethics Series I Topics

1. Honesty
2. Responsibility
3. Blaming Others
4. Punctuality
5. Personal matters on company time
6. Intimidation
7. Missing work
8. Work ethic
9. Attitude
10. Listening
11. Pride in work
12. Promotions are not guaranteed
13. Cooperation
14. Lying
15. Confidence
16. Disrespect

It's For Real Workplace Ethics Series II Topics

17. Quitting without giving notice
18. Attitude and adaptability
19. Providing high quality
20. Unfair time demands by boss
21. Theft
22. Gossip in the workplace
23. Improper use of employee discount
24. Taking undue credit
25. Integrity
26. Defensiveness
27. Fair treatment of customers
28. Excessive complaining
29. Deceit
30. Violence in the workplace
31. Sexual harassment
32. Profanity



Pricing Information

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***It's For Real Workplace Ethics* lessons are available in two creative formats.**

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- Tabloid-size color newspapers on heavy stock.
 - 30 copies of each issue with Instructor's Guide
- Narrated, Interactive CD
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