

MGT 16 – Personal Ethics at Work

Corporate Ethics Project

Overview

One of the basic tools that companies use to promote and measure ethical performance is the code of conduct and ethics. In this project, you will identify a company that interests you or that you admire and evaluate its ethical performance using the core values described in its code of conduct and ethics as the standard.

Instructions

1. Write a **minimum** of **six full**, double-spaced, one-sided pages; you may write **more than** six pages if you wish
 - o **Page total does not include cover and sources pages, nor does it include illustrative tables, charts and images**
2. Set your margins (top, bottom, left and right) at 1" and your font as Arial (no larger than 12 point)
3. Include appropriate citations for your sources (if any); citations should follow MLA style
4. Write this paper like you would write a business document, polished, error-free and in a well-organized, clear style

Detailed Requirements

1. Identify a company that you are interested in or admire. The company must have a written code of conduct and ethics available for your review and evaluation. Thus, you will most likely need to select a company that is registered with the Securities and Exchange Commission as a public company, as it is often difficult to obtain private company codes of conduct and ethics.
2. Describe the background, business, size and other information you think is important to provide a clear profile of the company.
3. Describe the stated purpose(s) or objective(s) of the company's code of conduct and ethics and list and describe the company's core values.
4. Gather sufficient information to make an informed conclusion about the ethical performance of a company. At a minimum, such information should include:
 - News items illustrating ethical (community involvement, charitable activities, etc.) and unethical activities (illegal acts, fraud, unethical treatment of workers, mishandling of customer information, etc.)
 - Ethics awards and honors

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- Information about Environmental, Social and Governance (ESG) ratings and performance (for example, from Yahoo! Finance)
- Information about competitiveness of employee compensation and benefits, how employees are treated and reputation of management (for example, from Glassdoor, where you can obtain ratings and comments)
- Any other information that helps you make an informed conclusion about the company's ethical performance.

IMPORTANT NOTE: The above is not all-inclusive and there are other potential sources of information that can help you make your conclusion. What is important is that you provide a breadth of information from a variety of sources. Relying on just one or two pieces of information will be insufficient to support your conclusion and your grade will be lower as a result.

5. After gathering sufficient information about the ethical performance of your company, evaluate the company's ethical performance based on the core values stated in the company's code of conduct and ethics and rate it on a scale of one to five, with one being the least ethical and five being the most ethical. When providing the rating, make certain that you describe how you reached your rating in terms of the information you gathered in Step 4.
6. State whether you would accept a job offer from the company and describe why or why not.
7. Provide access to the company's code of conduct and ethics within the paper in the form of a link.

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Grading Rubric

Note: This grading rubric is a guideline to the criteria I will use to grade your paper. Ultimately, my approach is to assign a letter grade to your paper based on this rubric. As I review your paper, I will evaluate the writing quality/clarity and whether all the requirements were sufficiently met. Based on that review, I will assign it a letter grade and translate that letter grade into its numerical equivalent (in .25-point increments) that I can use to award points (out of 20 possible).

Criteria	A (18–20 pts)	B (16–18 pts)	C (14–16 pts)	D/F (< 14 pts)
1. Describe the business (requirement 2) (up to two points)	Clear description of the company's business	Reasonably clear description of the company's business	Somewhat unclear description of the company's business	Description of the company's business is difficult to follow, hard to understand or nonexistent
2. Describe code of conduct and ethics purpose and core values (requirement 3) (up to three points)	Clear description of the company's code of conduct and ethics purpose and core values	Reasonably clear description of the company's code of conduct and ethics purpose and core values	Somewhat unclear description of the company's code of conduct and ethics purpose and core values	Description of the company's code of conduct and ethics purpose and core values is difficult to follow, hard to understand or nonexistent
3. Information gathered to decide on ethical performance (requirement 4) (up to six points)	Gathered a breadth of information from a variety of sources to support a well-informed conclusion about the ethical performance	Gathered a breadth of information from a variety of sources to support a reasonably well-informed conclusion about the ethical	Gathered information from some sources, but the information gathered was not sufficient to support an informed conclusion	Information gathered was minimal and insufficient to support an informed conclusion about the ethical performance of the

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	of the company	performance of the company	about the ethical performance of the company	company support
4. Provide a numerical rating of the company's ethical performance and describe how rating was formulated in terms of information gathered in Step 4 (requirement 5) (up to three points)	Clear description of rating and how it was formulated	Reasonably clear description of rating and how it was formulated	Somewhat unclear description of rating and how it was formulated	Description of the company's rating and how it was formulated is difficult to follow, hard to understand or nonexistent
5. Decide whether to accept a job offer or not and state reasoning (requirement 6) (up to two points)	Clear description of the reasoning for accepting or not accepting a job offer from the company	Reasonably clear description of the reasoning for accepting or not accepting a job offer from the company	Somewhat unclear description of the reasoning for accepting or not accepting a job offer from the company	Description of the company's reasoning for accepting or not accepting a job offer from the company is difficult to follow, hard to understand or nonexistent
6. Writing quality (up to four points)	Impeccable, error-free, clear, logical and concise writing of the highest quality	Competent, logical and reasonably concise writing with minor errors (grammar, sentence structure, spelling) and organizational and clarity issues	Flawed writing with several errors (grammar, sentence structure, spelling) and organizational and clarity issues	Unclear, illogical and rambling writing that is difficult to understand and contains major errors (grammar, sentence structure, spelling) and pervasive

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				organizational and clarity issues
Overall (up to 20 points, the sum of each individual component above)	Writing and execution is near perfect in all respects	Writing and execution is competent, but lacks the near perfect qualities of an “A” paper	Writing and execution is flawed; the paper lacks clarity that impedes your ability to get your point across and it lacks the polish of an “A” or “B” paper	Writing is fatally flawed and fails to get your point across
NOTE: If you do not follow the instructions of this assignment (see “Instructions” above), I will automatically deduct 20% (4 points).				