

**SUMMARY:** This assignment requires you to examine the ethics code of an Atlanta-based company to determine how it might guide an employee through an ethical dilemma. You are then required to write a paper on your analysis as described below. Your paper should be typed, double-spaced, 12 point font, and should be no less than two (2) but no longer than four (4) full pages. Make sure to include your name on the paper.

**IMPORTANT NOTES:** This assignment requires you to draw on material written by someone else (an ethics code). When you discuss that material in your paper, you must use quotation marks and include a citation for anything that was written by anyone other than you. Merely changing one or two words in a sentence does not make it "yours." You still must include a citation to indicate that the sentence is someone else's work. Any citation format is acceptable as long as the original source is clearly identified. If you have ANY questions about outside research and plagiarism, please see me, review the GSU Academic Honesty Policy at <http://catalog.gsu.edu/undergraduate20142015/university-academic-regulations/>, and consult the GSU Library's citation guide at <http://research.library.gsu.edu/citationstyles>. I take these issues very seriously and will reduce your assignment and/ or course grade and/ or report you to GSU authorities if I discover that you have copied information from other sources without the appropriate attribution.

**THE SCENARIO:** You work for a Fortune 100 company as a regional real estate manager. The company owns office buildings and other facilities around the country, and your job is to manage the maintenance and upkeep of the company's buildings in your region. Last month, you successfully completed the renovation of your company's regional headquarters. As manager of that project, you hired and supervised a variety of contractors, including builders, plumbers, and electricians. The project is now finished and all contractors have been paid in full for their work. The company executives are extremely happy with the renovation, particularly with the quality and price of the plumbing work. They have begun discussing possible plans to renovate other company facilities, with you as the project manager.

Meanwhile, you have just bought a "fixer-upper" house. The bathroom is outdated, and you want to hire a plumbing contractor to upgrade the fixtures. You begin calling around and collecting quotes for the job. You also call the plumber with whom you worked on the headquarters renovation project to ask for recommendations for reliable residential plumbers. To your surprise, the plumber offers to do the job himself, at a price that is substantially lower than the other quotes you have received so far. You are leaning toward accepting his offer, because you have an extremely limited budget for the bathroom project and you already know and trust this plumber from your previous work together. How should you proceed?

**INSTRUCTIONS:** Write a paper that is typed, double-spaced, 12 point font, and should be *no less than two (2) but no longer than four (4) full pages*, explaining your approach to the scenario. The paper should clearly answer all of the questions described below in the following order.

1. Introduction: What is the ethical issue? This section should also answer the Question 1, (*i.e.*, "what is the ethical issue"), and also include a "road map" to the rest of the paper for your reader, including detailed headings and sub-headings.



2. What are the relevant facts? Are there any other facts that you would want to know or need to know in approaching in the scenario? If so, then state what additional facts would be helpful in explaining your approach to the scenario.
3. What are the applicable laws, rules, and code of conduct sections? How do they apply to your situation?
4. Who is affected?
5. What are your alternatives? What are your choices or possible courses of action, and what are their pros and cons?
6. Conclusion: After you have reasoned through the alternatives, how do you proceed? What is the most ethical outcome, and why? Identify any particular approach to ethical reasoning that applies (e.g. religious ethical standards, Kantian ethics, rights-based ethics, and utilitarianism). This section should answer Question 6, and also sum up the entire paper for your reader.

In performing your analysis, chose one code of conduct from the list below. For purposes of this paper, the code you choose will be your company's code of conduct. Read the code carefully to see which provisions might help guide you. Pay particular attention to provisions related to conflicts of interest and gifts and entertainment. Additional provisions that might be helpful include any instructions about what to do if the code seems vague or ambiguous (e.g. call a company ethics hotline?), and information about what consequences you might face if you violate the code. Disregard any provisions related to illegal bribes and/or kickbacks.

When you discuss the company's code of conduct in your paper, use quotation marks around any language quoted directly from the code, and include a full citation. Short citations (e.g., Coca-Cola, p. 26) should be used once you cited the ethical code in full the first time you cite it in the paper. If you have any difficulty locating the specific codes of conduct as listed below, the please use the most recent version you can find online.

#### CODES OF CONDUCT:

Coca-Cola: <http://www.coca-colacompany.com/investors/code-of-business-conduct> (Click on "English")

Home Depot: <http://phx.corporate-ir.net/phoenix.zhtml?c=63646&p=irol-govhighlights> (Click on "Business Code of Conduct and Ethics")

Delta Air Lines: [http://www.delta.com/content/dam/delta-www/pdfs/about-financial/CodeofEthics\\_021004.pdf](http://www.delta.com/content/dam/delta-www/pdfs/about-financial/CodeofEthics_021004.pdf)

#### GRADING:

This paper is worth 100 points. Your grade will be based on the quality of the content of your paper (60%) and the quality of your writing (40%).