Business Virtual Learning

Course: Intro to Business
Lesson: Create a Personal Code of Ethics

April 22, 2020

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Objective/Learning Target: Students will be able to:

(1) Identify their own values through the creation of a personal code of ethics.

Lesson Starter

Is there a set of guidelines or mantra you live your life by? Any standards or morals?

Lesson Starter Continued

No matter your response, this could be considered a part of your personal ethics.

In today's lesson, you will be constructing your own personal code of ethics

What is a Personal Code of Ethics?

In life, a personal code of ethics can be used to guide you through the decision-making process. When a situation arises and a tough choice has to be made, your personal code of ethics is what you will use to help you come to a final decision. It is a written reminder of what you believe and a motivator for why you do what you do.

Activity: Create a personal code of ethics

Today, you will be creating a personal code of ethics. Much like a code of ethics for a company, this will help evaluate your personal standards and guide your decision making for the future. In the upcoming slides, you will have writing prompts.

Please have multiple sheets of paper and a writing utensil to complete this activity.

Activity Continued: Personal Code of Ethics

1. Who do I think I am?

Take time to write down how you see yourself as a person. Also write down how your friends see you. Imagine asking a friend to describe you, and make a list of what you think they would have to say. Also add all the things about yourself that anyone has ever pointed out to you or that you know to be true of yourself. Try to balance your list by noting both your strengths and your weak points.

Activity Continued: Personal Code of Ethics

2. What do I believe is important in life?

Think about what you believe. Don't worry about why you believe these things, right now, just brainstorm a list of all the things you believe to be important about life. You will look at the reasons later. These are the beliefs that carry you through your life and guide your decisions.

Activity Continued: Personal Code of Ethics

3. How do I relate to (get along with) others?

Think about all the places where you spend your time: where you go to school, where you relax and have fun, where you earn your money, and how you relate to all the people you meet there. Think about your relationships on a scale of one to 10 where 10 is GREAT, and one is dismal. What do you do in the great relationships that make them great? What could you do differently in the so-so relationships that would move those relationships closer to a 10 (or even a five)? Are these things that you would like to list in your code of ethics?

Activity Continued: Personal Code of Ethics

4. Why do I believe the things that I do?

Now think about why you believe what you do. This is a very important step as it helps you become aware of how important your beliefs are to you. You might say it like this: "I believe that it is important to…because…"

Activity Continued: Personal Code of Ethics

Purpose: Why am I writing this?

Think about why you are writing this code of ethics. Are you doing this just because it is an assignment? If you have to do it anyway, what can you get out of it for yourself? Are you doing this to inspire yourself? Are you doing this to change your actions, or the way you do things? Thinking about these questions helps you to develop the reason behind your code of ethics. The purpose of your code needs to fit your needs, so you could say to yourself: "Right now I need…in my life."

Activity Continued: Personal Code of Ethics

Aspirations: This is your best self – the best you are right now and how you would like to become.

Go through your list of how other people see you and find out if any of the things they say match up with what you believe to be important. For example, if you believe it is important to tell the truth, but people say that you aren't always honest with them, you have a mismatch. But if you believe it is important to keep your word and people say they can always count on you to follow through with what you say, you have a match. This part of your code contains your aspirations – how you want to be as a person. It will include all the positive traits you now have, as well as the ones you wish to develop or improve upon. You might want to state it in these terms: "When I am at my best, I am a person who..." and "I will be a person who…" or "I am becoming a person who…"

Activity Continued: Personal Code of Ethics

Why I Hold the Personal Expectations I Do: This ("I am…" or "I will be…because I believe that…") is where you state the reasons why you want to be the kind of person you listed in the previous slides – where you pull together your "walk" with your "talk."

For example, "I will tell the truth because I believe that people need to hear the truth to be able to trust me, and I would like to be trustworthy." Or, "I will train hard for the track team because I believe that working hard improves my chances of meeting my goals."

Activity Conclusion: Write a draft of your personal code of ethics

Use your responses to the prompts above to construct a personal code of ethics.

Summarize your responses into a paragraph that effectively states your personal code of ethics. It should correctly represent who you are and your standards for future decisions.

The goal is to keep and display your personal code of ethics..

Seeing your code of ethics on a daily basis helps to keep you on track! .