

MORAL LEVEES ORGANIZATIONAL CHECK-UP

This questionnaire allows you to benchmark your organization’s ethical health. Rate your organization against the following 28 best practices in ethics management. Mark either “Yes,” “Sometimes,” or “No,” according to your current situation. **At the end, count your total “Yes” answers.**

HIRING EMPLOYEES WITH ETHICAL VALUES	Yes	Sometimes	No
1. Our organization highlights the importance of ethics in our job listings.			
2. Our organization conducts character checks with a potential employee’s former employer or superior.			
3. Our organization conducts personal interviews with job finalists and asks them to respond orally to potential ethical dilemmas.			
4. Our managers take into consideration a potential employee’s ethics when making a final hiring decision.			
Subtotal for Ethics Hiring Practices Items #1 through #4			

CODES OF ETHICS	Yes	Sometimes	No
5. Our organization has an up-to-date code of ethics (or conduct) that describes typical dilemmas in our industry, and defines ethical work practices.			
6. Our organization’s ethics policies have been developed in consultation with employees and other stakeholders.			
7. All employees are trained to implement our ethics code.			
8. Our organization has published a set of values that reflect its expectations for ethical work practices.			
9. Our stated values note the importance of external stakeholders.			
10. All employees participate in an annual ethics code survey to determine how well the organization is living up to the code.			
Subtotal for Code of Ethics Items #5 through #10			

MANAGER AS MORAL ROLE MODEL	Yes	Sometimes	No
11. Our organization’s commitment to ethics is reflected in specific actions, and not just rhetoric.			
12. Our managers demonstrate their understanding that ethical integrity overrules other business demands.			
13. Our managers are encouraged to accurately portray the limitations, as well as the benefits, of our products/services.			
14. Employees can openly discuss ethical issues with our managers.			
15. Managers provide employees with feedback and take appropriate actions after employees share their ethical concerns.			
Subtotal for Manager as Moral Role Model Items #11 through #15			

WORK GOALS AND APPRAISALS	Yes	Sometimes	No
16. Employee work goals are challenging, yet attainable.			

17. Work goals are jointly determined by managers and their subordinates.			
18. There are clear consequences for those who do not adhere to our stated ethics policies.			
19. Ethical integrity is a critical factor when considering promotions.			
20. Our incentive pay and career advancement systems reward ethical behavior, even if it costs us time, money or business.			
21. People engaged in unethical behaviors do not receive incentive pay and career advancement.			
Subtotal for Work Goals and Appraisals Items #16 through #21			

ETHICAL COMPLIANCE AUDIT	Yes	Sometimes	No
22. Our organization systematically examines its ethical performance on an annual basis.			
23. Our employees have a safe resource for guidance when they have a question about ethics or law.			
24. Our organization benchmarks itself to the industry's best ethical practices.			
25. Our organization collects information from suppliers and customers about our ethical performance.			
26. Unethical behaviors are tracked to their systematic cause (hiring problem, ethics training problem, role model problem, work goal problem, performance appraisal problem, etc.).			
27. Corrective actions are taken when unethical behaviors occur, and managers are held accountable for implementing appropriate changes and achieving improved results.			
28. Relevant information about the organization's ethical performance is shared with the CEO.			
Subtotal for Ethical Compliance Audit Items #22 through #28			

Count your total "Yes" answers. If you scored:

17 to 28: Well done! Your organization's ethical health is better than that of most companies. Remember, there is always room for continuous improvement!

9 to 16: Pretty good! However, you can be a lot healthier when it comes to managing business ethics.

0 to 8: Time to get to work on improving your organization's ethical health.

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