

So – What’s Wrong With That? (Ethics) Job 1—Questionnaire

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Answer the following questions honestly and to the best of your ability. Respond by typing your answers in a Word document. Save as Ethics—Job 1 in your Unit 15—Ethics folder. Add your name, Job number, and date as a header.

1. What do you feel is appropriate dress to wear to work if you are the receptionist at Flowers Foods?
 - a **At the very least, a collared shirt, tie, dress shoes, and dress pants or a formal dress or blouse and an appropriate length skirt and dress shoes/heels or whatnot.**
2. What do you feel is appropriate dress to wear to work if you work in maintenance at Flowers Foods?
 - a **It depends on the kind of maintenance. If you’re an electrical maintenance person, then maybe a tucked in polo shirt with khakis. If you’re a mechanical maintenance person who works on machinery and stuff, likely a jumpsuit and hard hat.**
3. How should an employee act toward their boss or co-worker?
 - a **An employee should treat everyone with respect and dignity.**
4. Is it ever all right to lose your temper with a co-worker? Why or when.
 - a **It’s never okay to argue with anyone in the workplace. This creates unnecessary conflict and disturbs other coworkers. If you and a coworker are having issues with each other, then you should see your boss/supervisor.**
5. You had a fight with your boyfriend/girlfriend last night. Should you discuss the fight at work the next day? Explain your answer.
 - a **Not really unless it is hindering your ability to perform your duties. If you can still do well despite the stressful situation you shouldn’t really have to bring it up, but if it’s interfering with your mental health then talking to someone can help you.**
6. You have worked at Flowers Foods for only three weeks. You were hired to work for Mr. Caldwell. Mr. Caldwell is on vacation this week, and your work is caught up. The president of Flowers has asked you to work for Mrs. Alexander while her secretary is on vacation. What should you do?
 - a **Do as the president says. He’s in a higher position of authority than I am. Besides, my work is done and I can fill the gap for Mrs. Alexander.**
7. You have all of your work done, and it is the middle of the afternoon. What should you do?

- a **Is my shift over? If it is, then I can clock out and leave after making sure I've completed my work. If not, stay and see if anything else comes up that requires me.**
8. Ten minutes before you are scheduled to leave work, you notice you have a mistake on a letter you typed for an important client. What should you do?
- a **Fix the error? I mean, it shouldn't take me more than just a few minutes to fix and even if it does take longer than 10 minutes, it's an important letter so it must be completed properly.**
9. Your boss has asked that all memos you type be done in a certain form. It is an unusual form, and you don't think it looks as attractive as the one you use. What should you do?
- a **Do it in the form that my boss asks me to do it in. I may not like it but I'm in no position to disregard their order.**
10. In an average month you would normally work 20 days (4 weeks @ 5 days). How many days of work in a month is it permissible for you to miss?
- a **As few as possible, really. Missing any amount of days of work is not good.**
11. If you are to start work at 8:00 a.m. what time should you arrive at work? Why do you feel you should arrive at this time?
- a **7:50, I suppose. It gives you 10 minutes to accustom yourself to your workstation for the day, use the bathroom, grab a snack from a machine, start something a bit earlier, etc.**
12. Another secretary in your office always has grammatical errors in items she composes. What should you do? How would you handle this?
- a **As long as it isn't a big deal, then I suppose it doesn't really matter. They probably can't help it anyways and it would be rude to point out. I'd leave them be.**
13. The person who works at the next desk is a "Negative Nellie." Everything she says is negative. How would you deal with this person?
- a **Try not to let anything they say interfere with my work attitude and if it does, I should report it to my boss or supervisor.**
14. Why are good written and oral communication skills necessary? Give an example of why instructions need to be clear.
- a **Without good oral and written skills, orders from superiors can be misinterpreted and the results could be exactly what was not wanted. For example, if a group of people are working together on something and their supervisor gives them vague details or they misunderstood something then the project could be extremely low quality and full of errors/incorrect items.**