

ETHICS IN PROFESSION

Professional Ethics Worksheet

This worksheet is designed to help you **understand your moral dimensions and what motivates you to take the steps that you take in your life**. The participant is expected to be honest while answering these questions, as this is a self-assessment of values.

Values System

In the following table, what are the **ten elements**, you value the most? Write the **this** the element you pick.

• Achievement		• Friendship	
• Affiliation		• Community	
• Possessions		• Independence	
• Creativity		• Growth	
• Wealth		• Curiosity	
• Status		• Observational Skills	
• Safety		• Meaningful Work	
• Enjoyment		• Presentation Skills	
• Fame		• Challenges	
• Competition		• Orderliness	
• Power		• Health	
• Comfort		• Inner Peace	

Qualities System

Which ten of the following qualities do you cherish the most? Write the **this** the qualities you pick

• Integrity		• Responsibility	
• Compassion		• Forgiveness	
• Trustworthiness		• Generosity	
• Faith		• Honesty	
• Discipline		• Obedience	
• Courtesy		• Friendliness	
• Wisdom		• Courage	
• Loyalty		• Kindness	
• Cheerfulness		• Perseverance	
• Swift Decision-making		• Humility	

Belief System

Keeping the values and qualities that you selected above, write down five statements that explain **what the ethics of a human being should be like and what qualities he should have and in which situation.**

- _____
- _____
- _____
- _____
- _____

Moral System

This exercise is designed for you to get an accurate analysis of your thought-mapping. Rate the following statements as per your assessment. Use the following scale:

1 = Never 2 = Seldom 3 = Often 4 = Many times 5 = Always

Statements Chart		Ratings
1	I am sincere about my work.	
2	I try to be as truthful as I can.	
3	I am a genuine helping person.	
4	I do something if I promise to do it.	
5	I help my friends to achieve their goals.	
6	I am attentive to the needs of people I know.	
7	I am the first one to admit if I made a mistake.	
8	I believe we learn more from enemies than friends.	
9	I don't condone a wrong act and try to speak up if I can.	
10	I weigh my values and beliefs whenever I take any decision.	
11	I am dependable on keeping matters confidential, if it is needed.	
12	I believe that real the success comes with hard work and patience.	
13	I am genuinely happy on meeting with new people and making friends.	
14	I am tolerant to opinions other than my own.	
15	I do not blame others for the circumstances I have created for myself.	
16	I can clearly mention the objective and the belief that guide my actions.	
17	I respect everybody's right of viewing things from a different perspective.	
18	I know how to keep my temper in check if someone insults or ridicules me.	
19	I believe that everybody has the right to follow whichever religion he wants.	
20	I look for areas of improvement in me and take positive criticism sportingly.	

RESULT:

The 20 statements given above fall into 10 categories headed as (A-J). Enter the values you had assigned to the first 10 statements by putting the value of 1st question under the column A of the 1st row and so on.

For the next ten statements from 11–20, write their corresponding scores under A–J in the 2nd row. Now add the values as per corresponding columns (C1 + C2) and also add the values row-wise, i.e., values under A–J in a row.

Please note that the sum of columns will be equal to the sum of rows.

Scorecard for Statements Chart

	A	B	C	D	E	F	G	H	I	J	Sum
C1 (1–10)											Sum R1 (A–J)
C2 (10–20)											Sum R2 (A–J)
Sum (C1 + C2)											Sum (R1+R2)

Scores for the 10 categories

Every column represents a quality that is found in people with proper business ethics. They are:

A.	Sincerity	B.	Faith
C.	Truthful	D.	Discipline
E.	Assertiveness	F.	Helpful
G.	Dependable	H.	Caring
I.	Responsible	J.	Respectful

Now check your scores and see in which column you got the highest score. That is your highest moral competency, and the column you got the lowest score is your lowest moral competency. When you are done, match your total to the rating scale mentioned below:

- **90–100** – Excellent ethical conduct
- **80–89** – Very good ethical conduct
- **70–79** – Good ethical conduct
- **Below 69** – Questionable ethical conduct.