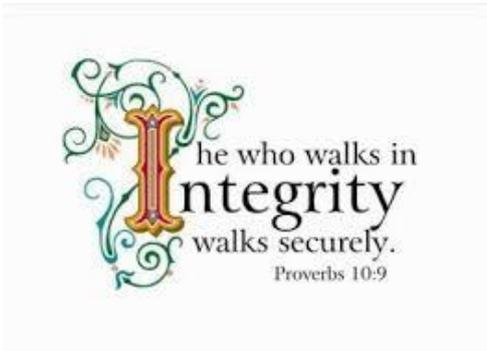


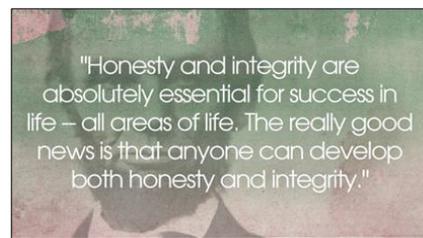
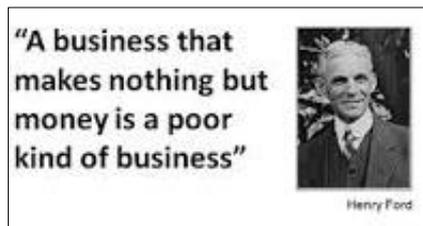
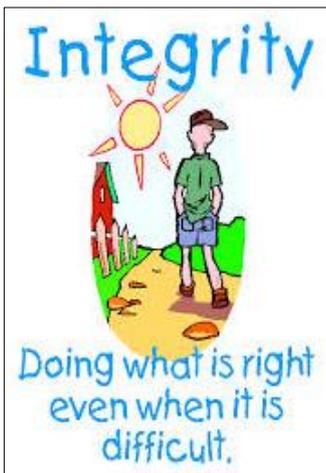
**GUIDE TO GOOD PRACTICE ETHICS
Workbook**



Integrity is at the heart of every growing business and in the conduct of every successful employee.

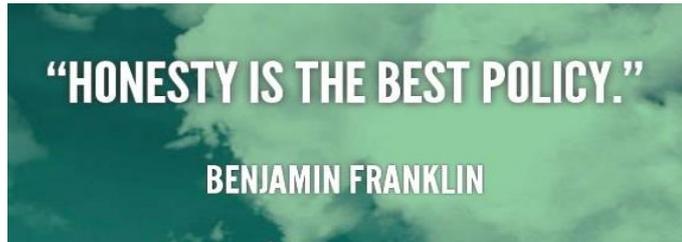
If you want your business to flourish and grow, build on a foundation of **commitment, honesty, and trust, avoiding any form of corruption.**

This workbook provides some memorable quotations and ask you some important questions



Discuss these quotations – do they make sense?

2. HONESTY



<p>I CAN/CAN'T DO</p> <p>HONESTY</p>	<p>I can do this very well</p>	<p>Can do this well</p>	<p>Can do this but not very well</p>	<p>Can't do this</p>
<p>1. Keep accurate written records of all sales and purchases (Income and expenditure)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Ensure weights, volumes, portions or service time sold to customers are correct</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Always tell the truth</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Pay any taxes that become due</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Pay any wages, materials or stock without delay</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discuss why honesty can help a business grow

3. TRUST (RELIABILITY)

If people like you they will listen to you, but if they trust you, they'll do business with you.
Zig Ziglar



"Anyone who can be trusted in little matters can also be trusted in important matters. But anyone who is dishonest in little matters will be dishonest in important matters."
Luke 16:10



Tick what you can do:

I CAN/CAN'T DO

TRUST

I can do this very well

Can do this well

Can do this but not very well

Can't do this

1. When I tell anyone I will do something – I will make sure I will do it and never promise what I cannot deliver!

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. If I have an appointment to meet anyone – I will be there at the agreed time!

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Treat everyone with respect

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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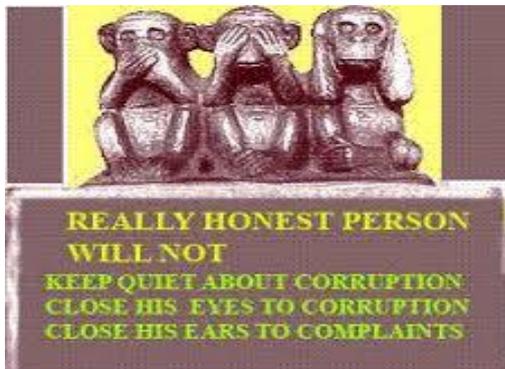
4. Make sure that all phone calls, letters and messages are replied to as soon as possible

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Discuss why trust can help a business grow

4. AVOID CORRUPTION

Corruption, most often occurs as bribery and is defined as the deliberate misuse of money or resources for personal gain.



Discuss what corruption is and how it can hurt a business

If you can avoid individual or bureaucratic corruption, resisting which may prove to be costly or even damaging to your business in the short term, you will build a respected reputation in your community and wider which will best ensure your future successful growth



