

Good Practice Ethics

**"Wrong is Wrong even if everyone is doing it.
Right is Right even if no one is doing it."**

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



What is the right thing to do in Business ?



COMMITMENT

I Can Do /Can't Do	I can do this very well	Can do this well	Can do this but not very well	Can't Do This
View my trading as both a means of generating income and of serving and helping others				
Give as much time as needed to start and establish my business				
Become an expert in my type of trading				
Build positive relationships				

HONESTY

I Can Do /Can't Do	I can do this very well	Can do this well	Can do this but not very well	Can't Do This
Keep accurate written records of al sales and purchases				
Ensure measures, services and goods sold to customers are correct				
Always tell the truth				
Pay taxes that become due				

TRUST (RELIABILITY)

I Can Do /Can't Do	I can do this very well	Can do this well	Can do this but not very well	Can't Do This
When I tell anyone I will do something – I will make sure I will do it and never promise what I cannot deliver!				
If I have an appointment to meet anyone – I will be there at the agreed time!				
Treat everyone with respect				
Make sure that all phone calls, letters and messages are replied to as soon as possible				

**Avoid
Corruption.**



ANTI-CORRUPTION (INTEGRITY)

I Can /Can't Avoid Corruption	I can do this very well	Can do this well	Can do this but not very well	Can't Do This
Do not pay or accept bribes of any sort even if they would benefit your business, your personal income or your status				
Any money borrowed or given to help my business may only ever be used for that purpose, unless a change of use is first agreed with the person who has provided the money				
Keep personal and business expenses separate. Pay yourself a salary – when you can afford to and keep records. Don't take or borrow money from your business				

