

# TEN ETHICAL MISTAKES TO AVOID

Check those mistakes you intend to avoid in dealing with your boss. I will avoid:

- 1. Lying or in any way misrepresenting the facts about the activities I direct.
- 2. Blaming my boss for my personal mistakes or those of my employees.
- 3. Divulging personal or confidential information to peers, senior managers, employees, customers, competitors, or the general public.
- 4. Permitting, or failing to report, violations of any federal, state, or municipal laws or regulations.
- 5. Protecting substandard performers from corrective discipline or termination.
- 6. Condoning or failing to report the theft or misuse of company property.
- 7. Suppressing grievances and complaints.
- 8. Covering up on-the-job accidents and failing to report health and safety hazards.
- 9. Ignoring or violating the boss's commitments to employees.
- 10. Passing on employee ideas as my own.

