

# A Worksheet for Defining your Code of Ethics

*(adapted from Moral Intelligence: Enhancing Business Performance and Leadership Success,*  
by D. Lennick and F. Kiel)

This worksheet is designed to help you assess your moral fitness. This is not a test. It is for you only, and there is no need to share it with anyone. Take the time to think about your responses, and be totally honest with yourself. The goal is not to achieve the highest score, but to help you think about defining a code of ethics.

## I. Your Values

Circle 10 of the following values that are the most important to you.

- a. Achievement
- b. Power
- c. Affiliation
- d. Possessions
- e. Creativity (art, music, literature)
- f. Wealth
- g. Status
- h. Comfort
- i. Safety
- j. Enjoyment
- k. Friendship
- l. Health
- m. Community
- n. Independence
- o. Growth
- p. Curiosity
- q. Order
- r. Inner peace
- s. Meaningful work
- t. Influencing others
- u. Fame
- v. Challenges
- w. Competition
- x. Others: \_\_\_\_\_

## II. Your Principles and Virtues

Circle ten of the following virtues which are the most important to you.

- a. Integrity
- b. Responsibility
- c. Compassion
- d. Forgiveness
- e. Trustworthiness and Honesty
- f. Generosity and Service
- g. Faith and Reverence
- h. Justice
- i. Self-control/Discipline/Discretion
- j. Obedience
- k. Courtesy/Humility/Civility
- l. Care for our environment
- m. Wisdom
- n. Courage
- o. Loyalty
- p. Kindness and Friendliness
- q. Cheerfulness
- r. Perseverance
- s. Thrift
- t. Others:

### **III. Your Beliefs**

Using the values and virtues which you have indicated above to be the most important to you, write five or more statements which summarize your beliefs about what is most important. This is your code of ethics which forms the basis of your decisions.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

## IV. Defining Your Moral Quotient

Assign a numerical value to each of the 40 statements below using the following scale:

1 = Never

2 = Rarely

3 = Sometimes

4 = Most of the time

5 = Always

1. \_\_\_ I can clearly state the virtues, values, and beliefs that guide my actions.
2. \_\_\_ I tell the truth unless there is an overriding moral reason to suppress it.
3. \_\_\_ I confront a friend who I see doing something that is not right.
4. \_\_\_ When I say that I will do something, I do it.
5. \_\_\_ When I make a decision that turns out to be a mistake, I admit it.
6. \_\_\_ When someone does something to insult or hurt me, first I pause, and then I hold my tongue and my temper.
7. \_\_\_ My friends would say that I go out of my way to help them.
8. \_\_\_ My first response when I meet new people is to be genuinely interested in them.
9. \_\_\_ I believe that I have more to learn from my enemies than from my friends.
10. \_\_\_ I do my best to do my duty to God and country.
11. \_\_\_ When faced with making an important decision, I take the time to consciously determine if the decision is in agreement with my principles, values, and beliefs.
12. \_\_\_ My friends know that they can depend on me to be truthful.
13. \_\_\_ If I believe a boss, teacher, or a superior is doing something morally wrong, I will challenge them in a respectful way.
14. \_\_\_ My word and my handshake are binding.
15. \_\_\_ When I make a mistake, I take responsibility for correcting the situation.

16. \_\_\_ I am willing to accept that it will take time and work to achieve success and reward.
17. \_\_\_ My leadership approach is to lead by serving others. My approach in following is to grant the leader his/her rightful authority.
18. \_\_\_ I truly care about the people around me as people, and believe that another person should not be disadvantaged for my personal gain.
19. \_\_\_ I try to emulate Jesus (or another religious leader appropriate to my faith).
20. \_\_\_ When I forgive someone, I find that it benefits me as much as it does them.
21. \_\_\_ My friends and family would say that my behavior is consistent with my beliefs and values.
22. \_\_\_ I believe that cheating is unacceptable.
23. \_\_\_ If I were an employee in a high paying job and my company was engaging in unethical behavior, I would report it even if it would have an adverse effect on my career.
24. \_\_\_ When a situation may prevent me from keeping a promise, I consult with those involved to re-negotiate the agreement rather than walking away from the promise.
25. \_\_\_ My coworkers and friends would say that I take ownership of my decisions.
26. \_\_\_ When I am bored at a meeting, I exercise self-control and make the best of it.
27. \_\_\_ I pay attention to the needs of not only my friends and family, but also those that I don't know.
28. \_\_\_ My family would say that I am a kind person.
29. \_\_\_ My co-workers and friends would say that I am tolerant of other people's beliefs.
30. \_\_\_ I believe that man has a spiritual need.
31. \_\_\_ My beliefs are obvious to my family and friends.
32. \_\_\_ I am able to deliver negative feedback and criticism in a respectful, constructive way.

33. \_\_\_\_ If someone asks me to do something unethical, I explain to him that I cannot and that I choose to stand up for my convictions.
34. \_\_\_\_ When someone asks me to keep something confidential, I do (unless it is going to hurt someone).
35. \_\_\_\_ When things go wrong, I do not blame others or the circumstances.
36. \_\_\_\_ When I have a project, assignment, or exam, I prepare in advance to allow sufficient time to succeed.
37. \_\_\_\_ I enjoy the opportunity to serve.
38. \_\_\_\_ Because I care about my friends and classmates, I actively support them to help them achieve their goals.
39. \_\_\_\_ I understand that there is more than one way to view a problem, and try to view conflicts from an adversary's perspective.
40. \_\_\_\_ I believe that the diverse religions of the world should be respected.

The 40 statements above fall into 10 categories. Enter each of the 40 numerical values which you assigned above in the table provided below, beginning with the answer for question 1 in the column A, row 1-10. Enter each successive answer from left to right, proceeding down the page. Enter the sums of the 10 columns below each column, and the sums of each row in the right column. The overall sum of the columns should agree with the sum of the rows in the lower right. Divide this number by 2 to obtain the final score. The sums of each column should also be entered in the list below.

	A	B	C	D	E	F	G	H	I	J	Sums of rows
1-10:											
11-20:											
21-30:											
31-40:											
Sums of columns:											Overall sum:
										Divide by 2:	

Scores for the 10 categories:

A \_\_\_\_\_ Acting consistently (Integrity)

B \_\_\_\_\_ Telling the truth (Honesty)

C \_\_\_\_\_ Standing up for what is right (Courage)

D \_\_\_\_\_ Keeping promises (Trustworthy)

E \_\_\_\_\_ Taking responsibility for choices (Responsibility)

F \_\_\_\_\_ Self-control and self-restraint (Discipline and discretion)

G \_\_\_\_\_ Helping others (Service)

H \_\_\_\_\_ Actively caring about others (Kindness and Friendliness)

I\_\_\_\_\_ Recognizing other's feelings (Courtesy, humility, civility)

J\_\_\_\_\_ Recognizing spiritual needs (Faith and reverence)

Which column did you obtain the highest score in:

Highest moral competency:

Which column did you obtain the lowest score in:

Lowest moral competency:

Overall score:

(90-100: excellent; 80-89: very good; 70-79: good; below 69: trouble)