

# Contents

<i>Preface</i>	<i>xv</i>
<i>Introduction Why Do We Care about Ethics in the Workplace?: Are We Really That Vulnerable? More than Ever Today!</i>	<i>xix</i>

## **PART I Take Care of Yourself**

<b>1</b> When Morals Become Ethics: Your Beliefs Become Your Behaviors	3
<b>2</b> The Age of Accountability: The “My Boss Told Me to Do It” Defense Is <i>No</i> Defense!	16
<b>3</b> The Twin Faces of Loyalty: The “New Loyalty” at Work Is a Two-Way Street	30
<b>4</b> True Myths: It Depends!: Let’s See Things as They <i>Really</i> Are—Not as We Want Them to Be!	50
<b>5</b> Mea Culpa—I Screwed Up!: How to Recover from a Major Goof-Up!	62

## **PART II Take Care of Your Organization**

<b>6</b> Zip It!: A Culture of Confidentiality Is Your Goal!	73
<b>7</b> Security <i>Is</i> Your Problem (Like It or Not)!: You Are the Gatekeeper of Company Assets	91
<b>8</b> Gossip Over the Cubicle Fence: Gossip Can Tear Apart the Ethical Office	113

**xiv**

**CONTENTS**

<b>9</b>	Cupid in the Cubicle: Dangers of the “Triple R”	121
<b>10</b>	Party Up—or Party Down?: The Worst Hangover May Come with a Lawsuit!	135
<b>11</b>	Trick or Treat: Vendors Can Be Tricksters, and They Wear Many Masks	141
<b>12</b>	Copyright or Copy Wrong?: There Are Boundaries around Intellectual Property	148
<b>13</b>	To Blow or Not to Blow: If You Blow the Whistle, Blow Wisely!!	158

**PART III**

**Take Care of Your Supervisor**

<b>14</b>	The Trouble with the Boss—Is the Boss!	169
<b>15</b>	The Dog Ate My Laptop: Lies, Lies—and More Lies!	185
<b>16</b>	The XXX Files: The Workplace Is No Place for Porn!	204
<b>17</b>	Abuse in the Workplace: If It Hurts, It’s Abuse—and If It Happens More than Once, It’s Harassment!	209

**PART IV**

**You *Can* Keep Your Integrity and Your Job**

<b>18</b>	Raises, Not Roses!: Today’s Professional Assistant Has New Respect	231
<b>19</b>	The Ethics of Job Hunting: How to <i>Look</i> for a Job While <i>on</i> the Job!	243
<b>20</b>	Start Talking!: Everyone Chooses the Ethics of Their Office—Not Just Upper Management and Obvious Victims	253
<b>21</b>	Doing the Right Thing Never Looked So Right!: At the End of the Day, You Go Home with Yourself!	264
	<i>Acknowledgments</i>	279
	<i>About the Author</i>	281
	<i>Index</i>	283