

# The Code Challenge - Answers

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## Situation 1

Can you email your suppliers from work at lunchtime?

### Affect – How will my decision affect others?

Your work may not be affected because you're doing the e-mailing at lunchtime. You'll need to be sure, however, that your suppliers don't e-mail you back during your work hours and expect a speedy reply.

### Comfort – What is my level of comfort if others knew of my decision?

It is often unacceptable to conduct personal business either by phone or e-mail during breaks and lunches, so your comfort in others knowing about this might be just fine.

### Test – How does my decision test against the Code of Conduct?

Your conduct does not sound like it violates this section of the Code. You'll need to check on the company's policy regarding using the company's e-mail system and address for purposes other than business (some companies will allow this as a benefit to the employees). As an alternative to using the company's e-mail address (i.e. [jillsmith@company.com](mailto:jillsmith@company.com)) some people opt for using another e-mail address that they can access from work.

### Conclusion

If you have checked that this action does not violate any other company policies, it looks like you would be fine to proceed.

## Situation 2

Would you bring your craft items into work to sell during breaks to other employees?

### Affect – How will my decision affect others?

You want to be sure that you are not affecting other employees' work, as their break times may differ from yours. You'll also need to consider how often you are selling your items and if people are feeling pressured into buying them from you.

### Comfort – What is my level of comfort if others knew of my decision?

Many people sell their children's fundraising chocolates to other employees, so there is some level of acceptance for this. You may not feel comfortable, however, when it turns from fundraising into profit making.

### Test – How does my decision test against the Code of Conduct?

The key to the code as referenced is that your supplemental business must not conflict with the business of the company, and that includes your work and the work of others. If your actions impact anyone's work, you would be in violation of the Code.

### Conclusion

Within a very limited window there may be some room for selling your craft items at work. You would need to be very sensitive to the work of others and would probably want to check with your supervisor before bringing in your items.

