

# Take the Code Challenge

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One of the key components of code of conduct training involves addressing 'grey areas' that are inherent in all codes. After all, no code can address every possible situation that employees might find themselves in. The way to address grey areas is to provide employees with a tool that helps them make decisions when faced with ethical dilemmas.

## Affect

How will my decision **affect** others?

## Comfort

What is my level of **comfort** if others knew of my decision?

## Test

How does my decision **test** against the Code of Conduct?

### The ACT Model

One such tool is called **ACT**. Each letter of the **ACT** model represents a question that individuals ask themselves to determine whether an action they are considering would be acceptable according to their code of conduct. If employees answer these 3 questions honestly, they will likely come to a decision that will meet the spirit and the letter of the code.

If you'd like to see how ACT works, take the following **Code Challenge**. Consider each situation, apply the ACT decision-making model to the questions that follow and make a decision. Click the links provided to get feedback on your decisions. Good luck!

### The Code Challenge – What would you do?

1. You have a small craft business that you run out of your home during your off hours. Your company Code of Conduct states that employees will not engage in any supplemental employment that conflicts with the business of the company.
  - Can you e-mail your suppliers from work at lunchtime?
  - Would you bring your craft items into work to sell during breaks to other employees?
2. You have some input but not the final say for purchases by your company. Your company Code of Conduct states that employees will not accept any gift, present or favour which a reasonable person would perceive as affecting the business relationship with the company.
  - Should you accept an invitation to lunch during a meeting with an equipment sales representative so you can continue discussions?
  - Can you contact a few of your suppliers to see if they are hiring any students for the summer, as your son is looking for summer work?
3. Your company regularly deals with a specific electrical contractor. You read a memo that details several infractions made by the contractor during work projects. Your company Code of Conduct states that employees will honour the need for confidentiality.
  - Would you tell your father about the infractions, as he is considering hiring this contractor for a renovation project?