Introduction:

Business Ethics provides managers with valuable resources that assist in growing a successful nonprofit business enterprise. At the same time, implementing a corporate culture based on strong ethical principles enhances the organization’s credibility as well as trust and the confidence of the public, donors, employees, government agencies, and those benefiting from the company’s services. Ethical companies benefit from enhanced public relations, improved human relations and client satisfaction. Ethics, in short, benefits the bottom line.

The course aims to provide students with the analytical tools required both to recognize situations in which ethical issues arise in the management of nonprofit businesses, and to enable managers to implement practical solutions to ethical dilemmas in their working lives.

Each week a series of readings are required on ethical topics. Readings will be supplemented by additional current news items or other media. Students prepare weekly Case Studies for analysis and discussion in class. Case studies attempt to simulate real life business environments in which ethical dilemmas arise and ways in which dilemmas might be resolved effectively.

Topics which will be addressed include: theories/sources of business ethics; design and implementation of ethics training programs; ethical mission statements & codes of practice; management of unethical behavior (e.g. theft/fraud); whistle blowing; ethical obligations towards employees/volunteers; regulatory compliance (e.g. Health & Safety/Environment/Civil Rights); public liability in contract/negligence; consumers/recipient of services. Donor relationships; lobbying and politics; conflicts of interests; good ‘corporate citizenship’; ethical financial standards; privacy/confidentiality and new technology; ethical responsibility toward stakeholders; consumers. Throughout the course we examine the interaction of ethics and the legal/regulatory standards governing nonprofits.

Reading Materials: Materials/Case Studies are provided weekly in class. Students may also benefit from a reference text such as: “Moral Issues in Business” Shaw & Barry. (12th Edition.2013) Wadsworth.

Canvas Web site: additional materials and case studies will be posted on the JCU Canvas web site. Please ensure you have access to this site and consult it regularly.

Syllabus/Teaching Schedule: Each week students are expected to read the materials provided and to prepare for discussion the relevant Case Studies.

Classes will follow this format: initial discussion of Case Study or debate topic allocated the previous week. A short break follows and then a discussion of the topic listed in the syllabus.

Weeks One & Two. Valuing Ethics in a Nonprofit Setting:

Identifying the Sources of ethics and ethical theory. Practical approaches to ethics in a nonprofit setting.
Week Three/Four.  **Implementing Ethics: A Manager’s Field Guide.**  
The value of Mission Statements; Ethics Training; Codes of Practice/Guidelines. Resolving unethical behavior/dilemmas. In house procedures (criminal/immoral behavior). Management of Whistleblowing.


Week Seven/Eight :  **Ethics & Finances:** Prevention, detection and handling of criminal/ fraudulent activity.  **Whistleblowing,**

Week Nine/Ten:  **Ethical Obligations toward Clients & /Consumers**  
Contractual and negligence /insurance liability issues. Obligations to public/clients/donors/employees

Week Eleven/Twelve :  **Ethics & Employment:**  
Ethical and legal obligations toward employees and volunteers. Hiring & firing. Working conditions, Health & Safety. Civil rights/discrimination (sex, race, age disability)  **Ethics & Finances:** Prevention, detection and handling of criminal/ fraudulent activity.  **Whistleblowing,**

Week Thirteen :  **Privacy & Confidentiality Issues:**  

Week Fourteen:  **Conflicts of Interest**  

Week Fifteen.  **Course Review & Updates:**

Assessment:

Essay/Case Study 1: 25% of final grade = 20% written work + 5% debate participation. Topic: Applying Ethical Theory in the Management of Non Profit Businesses. (1500 words) Submit: Week Four. Class will include ‘debate’ for and against value of ethics in business management.

Essay/Case Study 2: 25% of final grade  Topic: Social Responsibility/consumers & Ethics. Submit Week 8 = 20% written work +5% debate participation) 1500 words. (1500 words)

Essay /Case Study 3  25% of final grade = 20% written work +5% debate participation. Topic: Whistleblowing .Submit Week 12. (1500 words) Submit week 11.

Final Exam: Case study : 25% of final grade  Topic :Employment ethics .

Students are reminded that plagiarism is subject to disciplinary consequences (see the University Handbook). Attendance is a requirement of the course. Notify Unavoidable absences in a timely fashion. Lap tops/ tablets/phones not to be used in class without the instructor’s