



**CAREER CLUSTER**  
Business Management and  
Administration

**INSTRUCTIONAL AREA**  
Emotional Intelligence /  
Human Resource Management

## **BUSINESS LAW AND ETHICS TEAM DECISION MAKING EVENT**

### **PARTICIPANT INSTRUCTIONS**

- The event will be presented to you through your reading of the General Performance Indicators, Specific Performance Indicators and Case Study Situation. You will have up to 30 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will give an ID label to your adult assistant during the preparation time.
- You will have up to 10 minutes to make your presentation to the judge (you may have more than one judge), followed by up to 5 minutes to answer the judge's questions. All members of the team must participate in the presentation, as well as answer the questions.
- Turn in all of your notes and event materials when you have completed the event.

### **GENERAL PERFORMANCE INDICATORS**

- Communications skills—the ability to exchange information and ideas with others through writing, speaking, reading or listening
- Analytical skills—the ability to derive facts from data, findings from facts, conclusions from findings and recommendations from conclusions
- Production skills—the ability to take a concept from an idea and make it real
- Teamwork—the ability to be an effective member of a productive group
- Priorities/time management—the ability to determine priorities and manage time commitments
- Economic competencies

### **SPECIFIC PERFORMANCE INDICATORS**

- Distinguish between ethics and law.
- Demonstrate understanding of the importance of good ethical behavior.
- Apply decision-making business principles and techniques to a situation with an ethical dilemma.
- Explain ethical considerations in providing information.
- Apply decision-making business principles and techniques to a situation with an ethical dilemma.
- Describe ethics in personnel issues.
- Decide appropriately whether to dismiss/fire employees.

## CASE STUDY SITUATION

You are to assume the roles of partners of MARKET SEARCH, a marketing research firm. A valued and trusted employee (judge) is being reviewed for possible legal and ethical violations; you must analyze the situation and decide a course of action.

A research assistant with MARKET SEARCH (judge) applied for the position two years ago. Both of you were present during all interviews. After the applicant pool had been narrowed to three, a follow-up interview was conducted. Because of extensive work experience and an enthusiastic attitude, the research assistant (judge) was hired over the other two applicants. Since being hired, this employee (judge) has performed in an exemplary manner, often working many hours beyond the required workday.

The company employee handbook and employment agreement includes the following statement: “Misleading or significant misrepresentations by employment candidates during the application and interview process will result in disciplinary action, up to and including termination.”

Through a chance encounter with a former employer, the truth surfaced that the research assistant (judge) had greatly exaggerated all of the work experience listed on the submitted résumé. Your decision to choose this applicant over the other two applicants was based, in part, on the extensive work experience listed on the résumé.

You are to analyze this business situation for ethical and/or legal violations and suggest any appropriate action. In doing so, use the following three-step checklist as a guide to collecting pertinent information that will provide a basis for your course of action:

### **Step 1: Is the action illegal?**

(Obeying the law is in the best interest of you and your business.)

### **Step 2: Does the action violate company or professional standards?**

(Public laws often set only minimum standards of behavior. Many businesses and professions set even higher standards of behavior. An action may be legal, yet still violate standards of the business or profession. Violating standards may affect job security and/or professional certification.)

### **Step 3: Who is affected, and how, by the action?**

(If an action is legal and complies with business and professional standards, you must rely on your principles of right and wrong to determine if the action is ethical. Determining how the action affects people—owners, employees, customers, community, society—will help you decide if an action is ethical.)

The research assistant (judge) will speak with you in a meeting to take place in the conference room of the firm’s headquarters. The research assistant (judge) will begin the meeting by greeting you and asking what you need to discuss. You will then present your review of the situation and recommended course of action to the employee (judge). After you have discussed the situation and course of action and have answered the employee’s (judge’s) questions, the employee will conclude the meeting by thanking you for your careful consideration of the issues.

## JUDGE'S INSTRUCTIONS

You are to assume the role of research assistant for MARKET SEARCH, a marketing research firm. The two partners in the firm (participant team) are reviewing your employment for possible legal and ethical violations.

You applied for the position of research assistant with MARKET SEARCH two years ago. Both of the partners were present during all interviews. After the applicant pool had been narrowed to three, a follow-up interview was conducted. Because of your extensive work experience and an enthusiastic attitude, you were hired over the other two applicants. Since you were hired, you have performed in an exemplary manner, often working many hours beyond the required workday.

The company employee handbook and employment agreement includes the following statement: "Misleading or significant misrepresentations by employment candidates during the application and interview process will result in discipline action, up to and including termination."

Through a chance encounter between one of the partners (participant) and a former employer, the truth surfaced that you had greatly exaggerated the work experience listed on your résumé. The partners' (participants') decision to choose you over the other two applicants was based, in part, on the extensive work experience you listed on your résumé.

The partners (participants) have analyzed this situation for any ethical and/or legal violations. In doing so, they used the following three-step checklist as a guide to collecting pertinent information that will provide a basis for their course of action:

### **Step 1: Is the action illegal?**

(Obeying the law is in the best interest of you and your business.)

### **Step 2: Does the action violate company or professional standards?**

(Public laws often set only minimum standards of behavior. Many businesses and professions set even higher standards of behavior. An action may be legal, yet still violate standards of the business or profession. Violating standards may affect job security and/or professional certification.)

### **Step 3: Who is affected, and how, by the action?**

(If an action is legal and complies with business and professional standards, you must rely on your principles of right and wrong to determine if the action is ethical. Determining how the action affects people—owners, employees, customers, community, society—will help you decide if an action is ethical.)

The partners (participant team) will present their analysis and course of action to you in a meeting to take place in the conference room at the firm's headquarters. You will begin the meeting by greeting them and asking them what they wish to discuss.

After the partners in the firm (participant team) have told you their decision and their reasons, you are to ask the following questions of each participant team:

1. Was anyone hurt by the work experience exaggeration?
2. Does it matter that I have proven myself to be an excellent employee?
3. Considering that I am an asset to the firm, is it possible to have a second chance?

Once the partners of the firm (participant team) have answered your questions, you will conclude the meeting by thanking them for their careful consideration.

You are not to make any comments after the event is over except to thank the participants.

**ANSWER KEY:**

**Step 1: Is the action illegal?**

No. Exaggerating or overstating qualifications is not, generally, illegal.

**Step 2: Does the action violate company or professional standards?**

Yes. The applicant violated company policy and professional standards.

**Step 3: Who is affected, and how, by the action?**

Employee—The research assistant (judge) obtained employment, but now faces termination. Even if he/she is retained, the employee will probably not ever trust you again. Also, it will be extremely difficult, if not impossible, for this employee (judge) to receive a promotion.

Other applicants—Other highly qualified applicants lost an opportunity to obtain employment.

Partners may find it difficult to trust employees in the future. Based on the above analysis, the employee's actions were unethical. Acceptable courses of action will vary.

## JUDGING THE PRESENTATION

Team members, assuming the role of a management team for the business represented, will analyze a case situation related to the chosen occupational area. The team will make decisions regarding the situation, and then make an oral presentation to the judge. The role of the judge is that of an executive for the business.

Participants will be evaluated according to the Evaluation Form.

Please place the name and identification number label on the Scantron sheet (unless it has already been done for you).

Participants will have a 30-minute preparation period and may make notes to use during the role-play.

During the first 10 minutes of the presentation (after introductions), the team will present their analysis, their decisions and the rationale behind the decisions. Allow the teams to complete this portion without interruption, unless you are asked to respond.

During the next 5 minutes, you may ask questions of the team to determine their understanding of the situation presented. Each member of each team should respond to at least one question. To ensure fairness, you must ask each team the same questions. After asking the standard questions, you may ask other questions for clarification specific to the current team.

After the questioning period, please thank the team and state that they will be notified of your decision soon. Then complete the Evaluation Form, making sure to record a score for all categories. The maximum score for the evaluation is 100 points. The presentation will be weighted at twice (2 times) the value of the exam scores.

A maximum score of “Exceeds Expectations” in any category means that, in your opinion, the information is presented effectively and creatively; nothing more could be expected of an employee.

A “Meets Expectations” rating means that the information is present well. Though there may be a few minor problems or omissions, they are not significant. Creativity, however, is not shown to any great degree. A combined total score of 70 or better on the written and presentation sections will earn the participant team DECA’s Certificate of Excellence at the international conference.

A “Below Expectations” score means that the information presented does not meet minimum standards of acceptability.

A “Little/No Value” score means either that some major flaw has been noted that damages the effectiveness of the presentation (this may be a major omission, a serious misstatement or any other major flaw) or that the information presented is of no value (does not help the presentation at all).

We hope you are impressed by the quality of the work of these potential managers. If you have any suggestions for improving the event, please mention them to your series director.

*We thank you for your help.*

**JUDGE'S EVALUATION FORM**  
**BLTDM**  
**STATE EVENT 2010**

<b>PERFORMANCE INDICATORS DID THE PARTICIPANT:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Little/No Value</b>	<b>Judged Score</b>
1. Distinguish between ethics and law?	10-9	8-7	6-5-4	3-2-1-0	_____
2. Demonstrate understanding of the importance of good ethical behavior?	10-9	8-7	6-5-4	3-2-1-0	_____
3. Apply decision-making business principles and techniques to a situation with an ethical dilemma?	10-9	8-7	6-5-4	3-2-1-0	_____
4. Explain ethical considerations in providing information?	10-9	8-7	6-5-4	3-2-1-0	_____
5. Apply decision-making business principles and techniques to a situation with an ethical dilemma?	10-9	8-7	6-5-4	3-2-1-0	_____
6. Describe ethics in personnel issues?	10-9	8-7	6-5-4	3-2-1-0	_____
7. Decide appropriately whether to dismiss/fire an employee?	10-9	8-7	6-5-4	3-2-1-0	_____
<b>PRESENTATION</b>					
	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Little/No Value</b>	<b>Judged Score</b>
8. Clarity of expression	6-5	4	3-2	1-0	_____
9. Organization of ideas	6-5	4	3-2	1-0	_____
10. Showed evidence of mature judgment	6-5	4	3-2	1-0	_____
11. Effective participation of both team members	6-5	4	3-2	1-0	_____
12. Overall impression and responses to the judge's questions	6-5	4	3-2	1-0	_____
			<b>TOTAL SCORE</b>		_____