



Level 6 Advanced Diploma in Human Resource Management (631) 145 Credits






Unit: Ethics in Management	Guided Learning Hours: 200
Exam Paper No.: 5	Number of Credits: 20
Prerequisites: Knowledge of human resource activities.	Corequisites: A pass or higher in Diploma in Human Resource Management or equivalence.
<p>Aim: The primary aim of the unit is to deepen learners’ awareness of ethical and social issues and provide them with the critical knowledge of how business practices can be improved through business ethics. The unit enhance learners’ understanding of the social, economic, legal and ethical responsibilities of corporations, government and non-governmental organisations. It will improve their decision making skills and encourage their sensitivity to socio-cultural issues of the business world. The unit will also help them to develop critical and analytical skills as well as apply them in different business contexts. The aim is to examine the concepts and issues of business ethics. This unit is intended to help learners further develop their abilities to understand and participate in business. The unit draws together three areas of inquiry and their literatures: corporate culture and organisational behaviour; business ethics and business philosophy and philosophical ethics. The unit provides a multidisciplinary approach to business ethics by integrating moral philosophy, applied ethics, management, political economy, and political theory. It combines theoretical achievements in the field of ethics and encourages critical reflection on organisational practices. The first part of the unit focuses on the main theories of applied ethics as well as the main moral principles, issues and dilemmas of the business world. The learners will then be encouraged critically to reflect on the corporate practices of the business world and equip them with knowledge and skill to identify and analyse ethical, environmental, and social issues. In addition, the unit aims to provide the learners with the knowledge how business ethics function in an international context, how organisations can manage risks in the global market and how corporate ethical responsibility can be formed and sustained.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: The unit requires a combination of lectures, demonstrations and discussions.	
<p>Intended Learning Outcomes:</p> <p>1 Ethics, the standards of right and wrong behaviour; the “Golden Rule” process for resolving an ethical dilemma.</p> <p>2 The term business ethics; acceptable business ethics for board members, staff, employees and the organisation’s stakeholders.</p> <p>3 The ethical challenges facing the following departments: research and development (R&D), manufacturing, marketing, and finance.</p>	<p>Assessment Criteria:</p> <p>1.1 Define ethical relativism 1.2 Define applied ethics 1.3 Define and describe ethical dilemma 1.4 Explain managers' role in ethical conduct 1.5 Outline and assesses the current state of ethics in management education</p> <p>2.1 Explain the purpose of a Code of Ethics. 2.2 Identify an ethical dilemma in your work environment. 2.3 Describe how to go about seeking advice when facing an ethical dilemma. 2.4 Demonstrate resolving an ethical dilemma. 2.5 Describe good practice and ethical business conduct</p> <p>3.1 Describe the significance of an organisation’s ethical culture. 3.2 Demonstrate the key responsibilities of the finance function within an organisation. 3.3 Demonstrate the ethical challenges presented by generally accepted accounting principles (GAAP). 3.4 Identify and recognise potential conflicts of interest within any organisational function.</p>

<p>4 The goal of Corporate Social Responsibility (CSR); analysing potential business benefits and criticisms and concerns.</p>	<p>3.5 Identify the key elements of an organisation's ethical culture.</p> <p>4.1 Define corporate social responsibility (CSR).</p> <p>4.2 Distinguish between the instrumental and social contract approaches to corporate management.</p> <p>4.3 Evaluate and summarise the driving forces behind CSR.</p> <p>4.4 Distinguish between the different types of CSR.</p> <p>4.5 Identify the key components of a successful CSR initiative.</p>
<p>5 The roles of the Chief Executive Officer (CEO), Chief Financial Officer (CFO), and Chief Operating Officer (COO).</p>	<p>5.1 Explain the term corporate governance.</p> <p>5.2 Describe the roles and responsibilities of the Board of Directors.</p> <p>5.3 Identify the different responsibilities of the following committees: Audit Committee, Compensation Committee, and Corporate Governance Committee</p> <p>5.4 Illustrate the differences between the following governance methodologies: "comply or explain" and "comply or else."</p> <p>5.5 Identify an appropriate corporate governance model for an organisation.</p>
<p>6 The key pieces of legislation designed to discourage, if not prevent, illegal conduct within organisations.</p>	<p>6.1 Describe the purpose and significance of the Serious Fraud Office (SFO) UK and Foreign Corrupt Practices Act (FCPA) US.</p> <p>6.2 Describe the key principles of the Defense Industry Initiatives (DII).</p> <p>6.3 Describe how monetary fines are calculated.</p> <p>6.4 Define the advantages and disadvantages of the Sarbanes-Oxley Act (Sox).</p>
<p>7 Code of ethics and whistle blower protection policy, ethical responsibilities of whistleblowing, protection of whistleblowers; the difference between internal and external whistleblowing.</p>	<p>7.1 Describe the different motivations of a whistleblower.</p> <p>7.2 Describe the possible consequences of ignoring the concerns of a whistleblower.</p> <p>7.3 Describe how to build internal policies to address the needs of whistleblowers.</p> <p>7.4 Explain why companies should have a whistleblowing policy</p> <p>7.5 Explain the ethical responsibilities of whistleblowing</p>
<p>8 The ethical ramifications of recent technological advances; ethical issues with business technology; legal & ethical issues in Technology.</p>	<p>8.1 Explain the employer and employee view of privacy at work.</p> <p>8.2 Distinguish between thin and thick consent.</p> <p>8.3 Describe the concept of vicarious liability.</p> <p>8.4 Identify the top categories of litigation related to Internet communications.</p>
<p>9 The ethical issues arising in global business; the practice of international business; business ethics, social responsibility and corporate governance.</p>	<p>9.1 Explain the issue of ethical relativism in a global environment.</p> <p>9.2 Describe ethical challenges in developed and developing economies.</p>

<p>10 The key components of an ethics policy; the key components of a code of ethics in business.</p>	<p>9.3 Explain the challenges in developing a global code of ethics.</p> <p>10.1 Describe the key components of a job description for an ethics officer.</p> <p>10.2 Be able to reward ethical behaviour within a department/organisation.</p> <p>10.3 Promote an organisation's ethics policy to stakeholders.</p> <p>10.4 Describe how to monitor ethical behaviour in departments.</p> <p>10.5 Illustrate the difference between reactive and proactive ethical policies.</p>
<p>Methods of Evaluation: A 3-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Ethics in Management with a weighting of 100%.</p>	

Recommended Learning Resources: Ethics in Management

<p>Text Books</p>	<ul style="list-style-type: none"> • Business Ethics: Managing Corporate Citizenship and Sustainability in the Age of Globalisation by Andrew Crane, Dirk Matten. ISBN-10: 0199284997 • Ethics and the Conduct of Business by John R. Boatright. ISBN-10: 0130991597 • Understanding Business Ethics by Peter Stanwick and Sarah Stanwick. ISBN-10: 013173542X
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>