

# CYBER SECURITY

## newsletter

## ETHICS

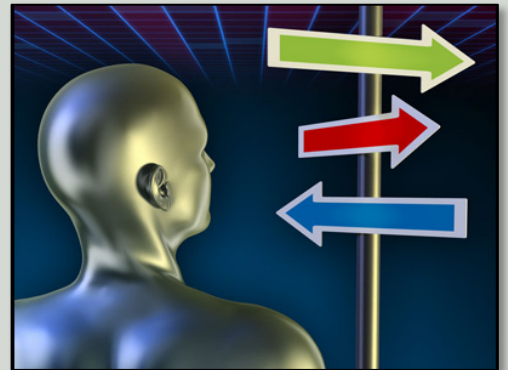
### Overview

Our organization believes strongly in the ideals of operating in a fair and ethical manner. In addition, by following good ethics we are less likely to conflict with the law and more likely to attract loyal employees, suppliers and customers. As such, we expect all members of our organization to operate in an ethical manner.

Simply stated, ethics is knowing the difference between right and wrong and deciding to do the right thing. It includes upholding qualities of personal integrity, such as honesty, fairness and truthfulness. Maintaining your own personal integrity while at work includes the following guidelines:

Cheating, stealing and deception undermine trust and will not be tolerated. When you or the organization says something will happen, it should happen as stated. If you promise to someone that you will do something, and then run into an obstacle, go back to that person and explain.

As you represent our organization, consider the interests of others. That does not mean you give co-workers, vendors or others everything they want. But it does mean that you are respectful of others, and you will take time to weigh their needs and even discuss with them your thought process as you seek to resolve a conflict between them and you or our organization.



### Ethics

*Ethics is nothing more than knowing the difference between right and wrong, and choosing to do the right thing. If you maintain your own personal integrity, you not only help our organization; you build a reputation that will reward you throughout your career.*



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# Benefits of Ethics

*Federal and state laws give organizations incentive to maintain ethical cultures. For one, the representations of an ethical organization will carry more weight (sound more credible) in court. An organization is simply more believable if it has a reputation for honesty and fair-dealing.*

*Furthermore, the Federal Sentencing Guidelines provide that an enterprise convicted of wrongdoing will be treated with leniency if it maintains a genuine ethics and compliance program. In effect the Guidelines give the enterprise a reward for maintaining an ethics program, while recognizing that an ethics program cannot guarantee that all employees will behave appropriately all the time. Thus management is wise to ensure that the enterprise institutes and sustains a documented program of ethics.*

*In the maintenance of an ethics program, individual employees play a key role. Their good performance is the day-to-day evidence that the program exists and that it works.*

Lies and trickery are poison to our organization. If you do not know the answer, simply say so. Admit that you do not know or that you cannot answer.

You should pursue the organization's interests, free from secret motives to advance others. In addition you should not be heard bad-mouthing our organization.

To know what is the right and ethical thing to do is not easy in every situation. Conflicting interests and differing points of view may be present. For example, a co-worker might ask you to send an email stating that she was present at the office when in fact she was not. She may tell you she needs you to tell this "white lie" so she can claim to an insurance company that her car was in the company parking lot when it was dented.

There are good ways to resolve ethical questions like this. If you are not sure what is the right thing to do, seek help. Another would be your supervisor. Ultimately help can be available by consulting higher levels of management or legal.

If you believe you have not been given thoughtful guidance, persist in a tactful way in seeking advice from the proper authority within the organization. An important part of ethical behavior is being diligent in seeking to find the right outcome for any disagreement or controversy.

If you maintain your own personal integrity, you not only help our organization; you build a reputation that will reward you throughout your career.