

8

Business Ethics Infrastructure Worksheet

RBE Worksheet 8, which may be photocopied for use within your organization, provides a tool for ensuring that all necessary levels of responsibility are considered. Owners, managers, and staff members should engage stakeholders to address each element of their level of responsibility along the vertical axis to ensure that they are consistent with their enterprise standards: their core beliefs and the standards, procedures, and expectations developed in Chapter 5. From this dialogue, they will be able to identify any required elements of the business ethics infrastructure.

Function	Enterprise Standards	Required Infrastructure
Owner representative governance		
Overseeing the program at a high level (the responsible officer)		
Performing or coordinating the specific functions of the business ethics program (the business ethics officer)		
Advising the responsible officer and business ethics officer and representing the enterprise as a whole (the business ethics council)		
Advising the responsible officer, business ethics officer, and employees and agents about specific professional ethics, compliance, and social responsibility issues (the professional ethics council)		
Linking individuals at various levels of the enterprise with a central ethics office (business conduct representatives)		
Performing related executive and department functions (the chief financial officer; legal counsel; human resources; internal audit; environment, health, and safety; government procurement; and investor relations)		
Abiding by standards and procedures and striving to meet reasonable stakeholder expectations (every employee and other agent of the enterprise)		