



LEE'S SUMMIT ETHICS in Business Application

Lee's Summit Ethics Committee's mission is to foster a culture of ethical and socially responsible business practice in Lee's Summit
Return Applications to: Lee's Summit CARES • 901 NE Independence, LSMO 64086

Only businesses in the geographical area of Lee's Summit Missouri may apply. Application due 9/15/2011. Please return the application with the original and six copies of all attachments.

Background

Organization's Full Name: _____
Your Name: _____
Business Title: _____
Email Address: _____
Phone Number: _____
Street address: _____

Please indicate the number of full-time employees in the entire organization _____

How many years has your company been in business? _____

Are you or have you ever been found guilty or culpable in an ethical/legal proceeding?

If so, explain:

- Yes _____
 No _____

Application #

To be filled out by evaluator

This application is adapted from several different sources. The foremost sources of information were obtained from <http://ethisphere.com>, <http://www.rotary.org/en/AboutUs/RotaryInternational/GuidingPrinciples/Pages/ridefault.aspx>, <http://www.gkccf.org/uploadedFiles/Resources/Publications/Social%20Responsibility%20White%20Paper.pdf>, <http://www.bellewether.com/Dynamic/Documents/PerformanceStrategySurvey.pdf>, and <http://www.questionpro.com/akira/showSurveyLibrary.do?surveyID=246&mode=1>

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After this point, please do not include the name of your company or any employee on this application. This application process will be kept free from prejudice by providing the evaluators with blind copies of the applications. Only the application number will be placed on the application and attachments that will be provided to the independent evaluators. Including the company name or any one of the staff members after this point will cause the application to be excluded from this process.

Affiliations:

1. Is your company a member of the Business Sector of the Community of Character?
 Yes
 No
 Not familiar with this
2. Does your company attend workshops provided by the Business Sector of the Community of Character?
 Yes
 No
 Not familiar with this
3. Does your company take part in the Partners In Education program of the Lee's Summit R-VII School District
 Yes
 No
 Not familiar with this
4. Has your business taken part in the Ethics Workshop organized by the Partners In Education program as a mentor for youth?
 Yes
 No
 Not familiar with this
5. Is your business active in any Civic group?
 Yes _____
 No
6. Does your business belong to the Lee's Summit Chamber of Commerce?
 Yes
 No
 Not familiar with this

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A. Corporate Social Responsibility (30%)

1. List your company's goals for giving. If you need more room include an attachment and mark A1.

2. Describe your evaluation process to make sure your giving goals are accomplished. If you need more room include an attachment and mark A2.

3. Are employees encouraged to volunteer in the community or do you have matching gift programs? Describe – If you need more room include an attachment and mark A3.

4. Explain your company's strategies to improve the quality of life in the community. If you need more room include an attachment and mark A4.

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B. Organized leadership and tone 22%

1. The board of directors or leadership is actively involved in ethical decision making and compliance
 - Strongly agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 - Not sure

2. **Employee surveys are included with the application. Completed surveys must be returned with the application. If greater than 20 employees, then issue employ surveys to 50% of your staff.**

3. **Include 3 references from an associate or customer -see attached reference criteria. References must include the attached criteria and be returned with the application.**

4. Is the expectation of ethical behavior consistently communicated to all employees from senior management? Give example/s
 - Always
 - Usually
 - Sometimes
 - Very Seldom
 - Never
 - Unsure

If you need more room include an attachment and mark B4.

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5. Other Considerations –
Owner/Manager responsibilities:

a. Employers are role models in adhering to the company's code of conduct.

- Always
- Usually
- Sometimes
- Very Seldom
- Never
- Unsure

Give examples: If you need more room include an attachment and mark B5a.

b. All staff is committed to protecting confidential information obtained in the course of his/her professional activities unless disclosure of such information is required by law, applicable to regulation, or company policy or if maintaining the confidentiality of such information would create an appreciable health or safety risk.

- Always
- Usually
- Sometimes
- Very Seldom
- Never
- Unsure

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- c. Avoid any actual, potential or perceived conflicts between your personal and organizational responsibilities and promptly disclose and resolve any issues that may arise.
- Always
 - Usually
 - Sometimes
 - Very Seldom
 - Never
 - Unsure
- d. Strive to continually advance your knowledge of organizational ethics and compliance
- Always
 - Usually
 - Sometimes
 - Very Seldom
 - Never
 - Unsure

Explain: If you need more room include an attachment and mark B5d.

- e. Work to advance the development of organizational ethics and compliance.
- Always
 - Usually
 - Sometimes
 - Very Seldom
 - Never
 - Unsure

Explain: If you need more room include an attachment and mark B5e.

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- f. Take advantage of opportunities to improve public understanding of organizational ethics and compliance and their importance to sound organizational management.
- Always
 - Usually
 - Sometimes
 - Very Seldom
 - Never
 - Unsure

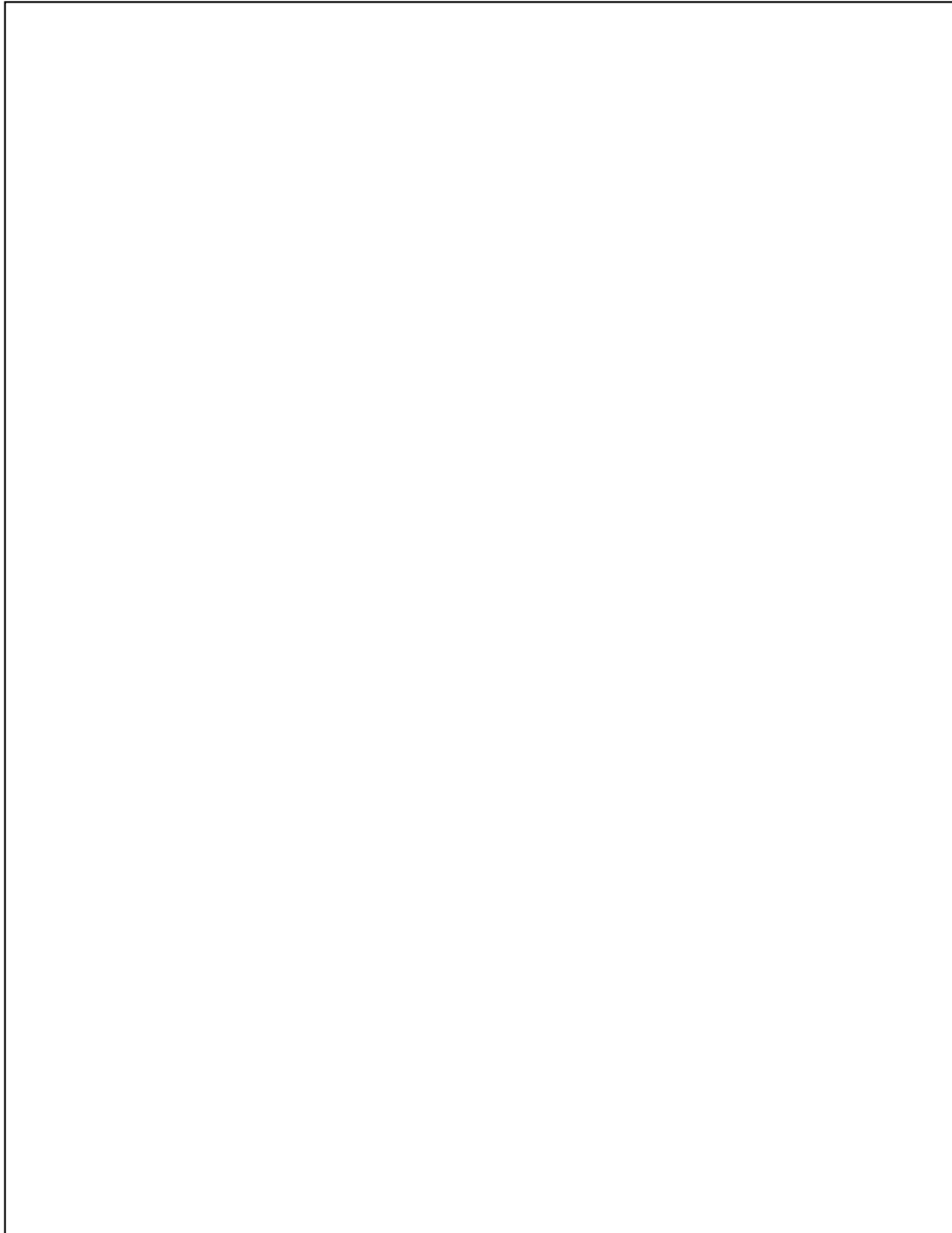
Explain: If you need more room include an attachment and mark B5f.

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C. Image/reputation/track record 20%

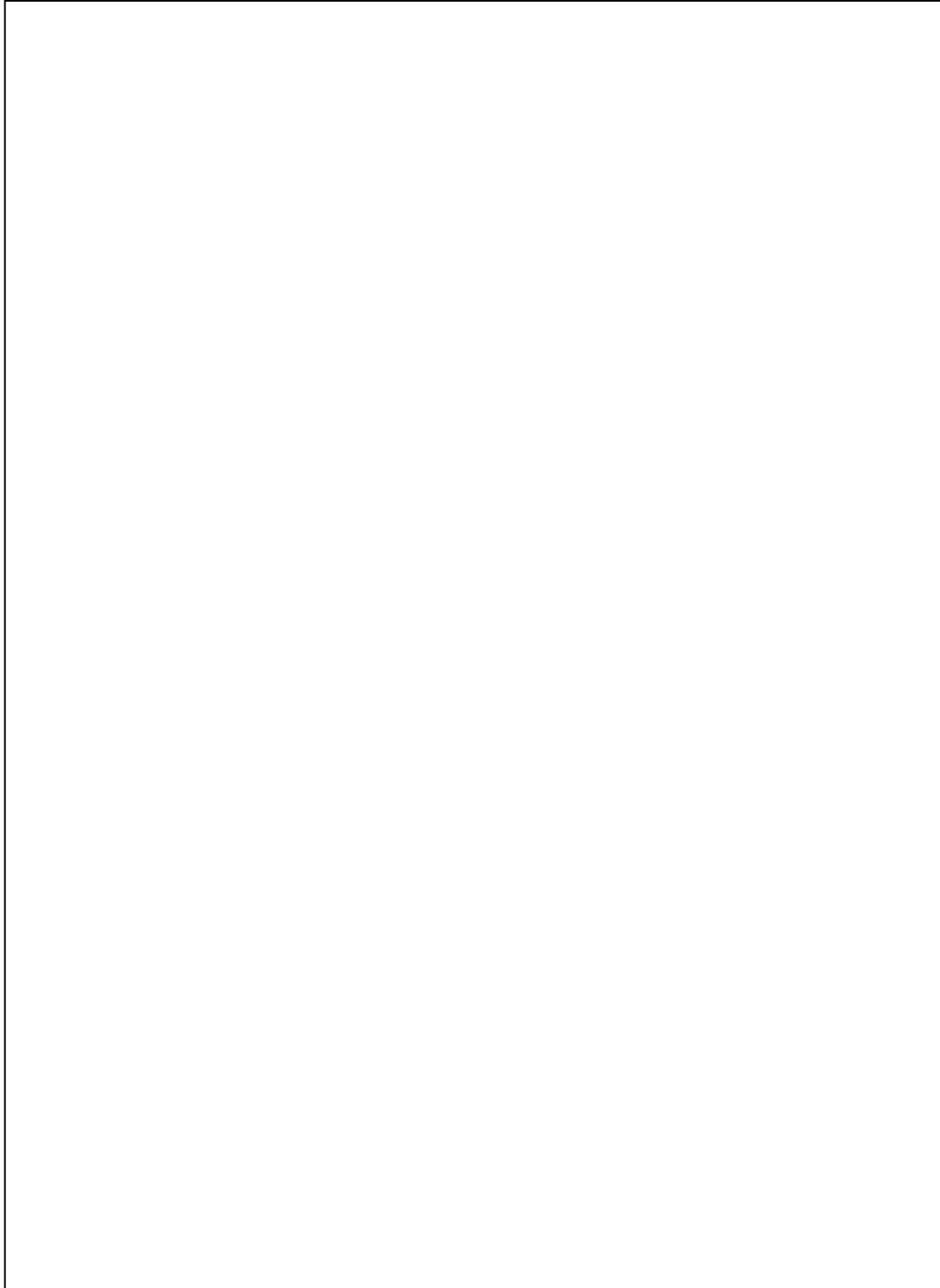
1. History of company – focusing on high ethical standards in all aspects of the company including legalities. If you need more room include an attachment and mark C1.



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2. Do all management and employees understand the importance of ethics in business and embrace the concept. Explain: If you need more room include an attachment and mark C2.



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D. Internal Systems, Policies and Procedures 13%

(Please put a checkmark in any area in which your organization has written policies and procedures)

- Fair dealing (fair business practices)
 - Conflict of Interest
 - Gifts, entertainment and kickbacks
 - Political contributions, activities and lobbying
 - Bribery and corruption
 - Data privacy (employees, customers and/or consumers)
 - Equal employment opportunity, discrimination and harassment
 - Environmental protection
 - Workplace health and safety
 - Documented Code of Conduct
 - Documented Whistle-Blower Policy
 - Documented prevention and detection codes
 - Documented Values Statements
 - Any other policies relevant to ethical behavior:
-

E. Overall Impression 15% - **for evaluators only**