

FACULTY GUIDE  
Part II: Rotary and Ethics (rev. 7/21)

Prior to the Session:

1. Collect supplies – post-it notes, newsprint, markers
2. Prepare ‘quotes’ for warm-up activity
3. Review scenarios for group work
4. Prepare newsprint sheets with the following statements (Ethics Poll; Prompt 6):
  - a. “I have an ethical statement which guides me personally”
  - b. “My club has an ethics statement”
  - c. “My vocation has an ethics statement”
  - d. “I have developed an ethics statement, personally or professionally”
5. Familiarize yourself with reference inserts (RE-1, RE-2) in participant manuals
6. Devise fun, unique ways to form groups

Begin the Session:

- Introduce yourself and session
- Orient to the materials
- Review Session Goals and where this course fits into the Membership curriculum of RLI
- Point out referenced materials and where they can be found
- Refer to the “Good to Know for Rotary and Ethics”

*NOTE: This session has recently been updated and does not reflect what is in the participant manual. The manual provides valuable resource information for future reference.*

Warm-up: Howdy and a Quote

- Distribute quotes to participants
- Form partners

**Prompt 1- You each have a quote that is related to ethics in business. Stand up, find a partner, exchange pleasantries, and tell each other what you think about each other’s quotes. After a moment, on my signal, talk to someone else. We’ll**

**stop after three (3) visits and return to our seats. Then we'll hear some thoughts and questions about your quotes.**

- After one (1) minute have participants find a new partner
- Repeat two (2) times more
- Ask for volunteers to share some thoughts about what they shared with each other. Take two or three examples.

*NOTE: If social distancing is an issue, instead of forming pairs, ask for a volunteer to read their quote and offer their thoughts about it; ask others for their reaction.*

#### Small Group – Rotary Board of Directors

- Form participants into three small groups.
- Each group will be assigned an issue to explore which might be faced by a local Rotary Club

**Prompt 2 - In this exercise we will explore an issue that might be faced by a Rotary Board of Directors. Each group will be assigned one of three issues – Misuse of Funds; Forming a Satellite Club; Name Change.**

- **Identify a spokesperson to report of the group's conclusion**
- **Review your assigned scenario and identify the issue(s)**
- **Determine the considerations that need to be addressed**
- **Develop an action plan including how (or whether) to share the issue to the club**
- **You have 10 minutes to form your plan**

#### Debrief Small Group - Discussion

- Have group spokespersons report the plans developed in small groups
- **Hidden Scenario:** The set-up is a modern take on the "Four Way Test" situation encountered by Rotarian Herbert J. Taylor, later President of Rotary International, at the Club Aluminum Company of Chicago in 1932. The key factor in the exercise is NOT to disclose the involvement of the 4-way Test until after the role play is completed.
- Discuss ethical issues raised in small group discussions

**Prompt 3 – What ethical issues were raised in your small group discussions?  
Let's hear your thought.**

Open Discussion

- Introduce the group to the ethical foundation in Rotary and how it developed
- The historical perspective includes the following:
  - CHICAGO @ 1900: "Regional divisions, ethnic and racial tensions, intense partisan rivalries, conflicting special-interest groups and political corruption have characterized the complex political culture of Illinois," (Encyclopedia of Chicago)
  - Paul Harris had a vision to create a fellowship of businessmen from different occupations based on ETHICAL behavior in all aspects of life.
- Point out the importance of INTEGRITY and its prominence as one of Rotary's Core Values.

Debrief

- Use the Four-Way Test story to debrief the activity

**Prompt 4 – This is a similar situation to the one Rotarian Herbert J. Taylor confronted when he took over management of the Club Aluminum Company of Chicago in 1932, and invented the Four-Way Test. He gathered four of his employees from different religious backgrounds who agreed that this test was consistent with the tenets of each of their religions. Of the things we think, say, or do:**

**FIRST, is it the truth?**

**SECOND, is it fair to all concerned?**

**THIRD, will it build good will and better friendships?**

**FOURTH, will it be beneficial to all concerned?**

Small Groups

- Reform same small groups as before
- Pose the question below for the groups to consider
- Groups will have five (5) minutes to form their responses

**Prompt 5 – Would making the Four-Way Test the measuring stick during this meeting have changed the discussions and recommendations?**

- Have group spokespersons share their groups' thoughts

#### Ethics Poll

- Post prepared newsprints around room
- Using colored post-it notes have participants place a posted not on each newsprint for which the statement is true for their personal situation.
- Comment on which statements have the most and least post-its

**Prompt 6 – In today's exercise we considered the effects of actions by individuals which have serious consequences to the Rotary Club, Rotary Members and Rotary International.**

**Let's look at our own situation as regards to "ethics".**

#### Debrief and Code of Conduct Exercise (as time allows):

- BRIEFLY refer to Rotary's Guiding Principles
- Point out where to find these resource documents for use by clubs

**Prompt 7 – Rotary has various statements available for guidance in our business and personal life. Look at INS: RE-2, "Guiding Principles of Rotary" in the participant manual. One of these is the "Rotary Code of Conduct". The ideals of the Four Way Test are also included.**

#### Concluding Debrief

- Ask the following questions to the participants and solicit their final thoughts.
  1. How should the Guiding Principles of Rotary strengthen me in my vocation?
  2. Does you club need an ethics statement? Why or why not?
  3. What are the foundation principles of Rotary and how do they guide ethical behavior of Rotarians?
  4. How can I promote ethical behavior within my club and vocation?

## Howdy and a Quote!

### Business Ethics Quotes (from various sources)

Ethics is knowing what you have a right to do and what is right to do – Potter Stewart	It takes 20 years to build a reputation and 5 minutes to ruin it – Warren Buffet
A business that makes nothing but money, is a poor business – Henry Ford	Play fair, be prepared for others to play dirty and don't let them drag you in the mud – Richard Branson
Your most unhappy customers are your greatest source of learning – Bill Gates	There is no such thing as business ethics. There is only one kind – Marvin Bower
If you don't have integrity, you have nothing, you can't buy it – Henry Kravis	If ethics are poor at the top, the behavior is copied throughout the organization – Robert Noyce
Sometimes when you innovate, you make mistakes, it is best to admit them quickly and go on with improving innovations – Steve Jobs	It is easy to dodge our responsibilities, but we cannot dodge the consequences of dodging our responsibilities. – Josiah Stamp
Live one day at a time emphasizing ethics rather than rules – Wayne Dyer	Being good is good business – Anita Roddick
The essence of leadership is that you must have vision. You can't blow an uncertain trumpet.	Unless today is well lived, tomorrow is unimportant – Alan Sakowitz
Those who climb the corporate ladder of lies and deception will sooner or later fall off the shaky steps – Khang Nguyen	Your money is just a condition to get my business, your professionalism is the price – Amit Kalantri