



## **BUSINESS LAW AND ETHICS TEAM DECISION MAKING EVENT**

### **PARTICIPANT INSTRUCTIONS**

The event will be presented to you through your reading of the General Performance Indicators, Specific Performance Indicators and Case Study Situation. You will have up to 30 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.

You will give an ID label to your adult assistant during the preparation time.

You will have up to 10 minutes to make your presentation to the judge (you may have more than one judge), followed by up to 5 minutes to answer the judge's questions. All members of the team must participate in the presentation, as well as answer the questions.

Turn in all of your notes and event materials when you have completed the event.

### **GENERAL PERFORMANCE INDICATORS**

Communications skills—the ability to exchange information and ideas with others through writing, speaking, reading or listening

Analytical skills—the ability to derive facts from data, findings from facts, conclusions from findings and recommendations from conclusions

Production skills—the ability to take a concept from an idea and make it real

Teamwork—the ability to be an effective member of a productive group

Priorities/time management—the ability to determine priorities and manage time commitments

Economic competencies

### **SPECIFIC PERFORMANCE INDICATORS**

- Distinguish between ethics and law.
- Explain ethical considerations in providing information.
- Identify possible resolutions to an ethical dilemma.
- Explain the concept of competition.
- Identify factors affecting a business's profits.
- Demonstrate understanding of the importance of good ethical behavior.
- Foster positive working relationships.



## **CASE STUDY SITUATION**

You are to assume the roles of assistant managers at SOUTHWEST EATS, a family-owned restaurant with three locations in a medium sized city. Another employee (judge) has learned that a member of management may be acting improperly, and has asked you for advice.

Recently, an employee at the restaurant (judge) began to suspect that a manager has been acting inappropriately. The employee (judge) believes that the manager in question may be using company equipment and funds improperly to support a privately owned restaurant that he and other family members have started on the side. The employee (judge) suspects that the manager is using significant company resources including, at a minimum, time on the job, office supplies and equipment, software, and travel expenses to support this other restaurant. In addition to the direct use of company resources, the employee (judge) also suspects that at least one of the company's major suppliers has provided free materials and equipment that were used in the operation of the private business.

For the past few months, the employee (judge) has confidentially researched this issue and has confirmed this hunch about this improper activity. In fact, just two weeks ago, the employee (judge) inadvertently learned that a distributor of industrial kitchen equipment, who is bidding on a contract with SOUTHWEST EATS, has sent some equipment to the manager's restaurant to "test it out."

The employee (judge) has asked you to discuss the situation and then advise him/her about what course of action to take. He/she is worried about reprisals and is not sure about whether the manager's actions are illegal, unethical or innocent.

You will advise the employee (judge) in a meeting to take place in the restaurant's training room. The employee (judge) will begin the meeting by greeting you and asking to hear your advice. Once you have given your advice and have answered the employee's questions, the employee will conclude the meeting by thanking you for your input.

## JUDGE'S INSTRUCTIONS

You are to assume the role of employee at SOUTHWEST EATS, a family-owned restaurant. You have learned that a member of management may be acting improperly, and you have asked two assistant managers (participant team) for advice.

Recently, you began to suspect that a manager has been acting inappropriately. You believe that the manager in question may be using company equipment and funds improperly to support a privately owned restaurant that he and other family members have started on the side. You suspect that this manager has been using significant company resources that include, at a minimum, time on the job, office supplies and equipment, software, and travel expenses to support this other restaurant. In addition to the direct use of company resources, you also suspect that at least one of the company's major suppliers has provided free materials and equipment that were used in the operation of the private business.

For the past few months, you have confidentially researched this issue, and you have confirmed this hunch about improper activity. In fact, just two weeks ago, you inadvertently learned that a distributor of industrial kitchen equipment, who is bidding on a contract with SOUTHWEST EATS, has sent some equipment to the manager's restaurant to "test it out."

You have asked these managers (participant team) to discuss the situation and then advise you about what course of action to take. You are worried about reprisals, and you are not sure about whether the manager's actions are illegal, unethical or innocent.

The managers (participant team) will present their opinions in a meeting to take place in the restaurant's training room. You will begin the meeting by greeting the managers (participant team) and asking to hear their advice.

After the managers (participant team) have given their advice, you are to ask the following questions of each participant team:

1. How much damage do you think this questionable behavior is having on the restaurant?
2. If this manager finds out what I know, will I be able to work with him/her in the future? I can't afford to lose this job!
3. Should I just hint to upper management to take a look at the situation, or should I present my information?

Once the managers (participant team) have answered your questions, you will conclude the meeting by thanking the managers (participant team) for their input.

You are not to make any comments after the event is over except to thank the participants.

## **JUDGING THE PRESENTATION**

The Management Team Decision Making events were created by DECA in response to the career opportunities available for participants in these occupational areas.

The participant team will first take a comprehensive exam based on knowledge of general marketing competencies. Participant teams with a career interest in one of the occupational areas will analyze a case situation related to a business in the chosen occupational area. The participant team will make decisions regarding the situation, and then make an oral presentation.

The participant team will assume the role of a management team for the business represented in the case situation. The role of the judge(s) is that of an executive (if one judge) or executive team (if more than one judge) for the business.

Participants will be evaluated according to the Evaluation Form.

Participants will be scheduled for presentations at fifteen (15) minute intervals.

Please place the participant team's name and identification number in the upper right-hand corner of the Evaluation Form (unless it has already been done for you).

During the first 10 minutes of the interview (after introductions), the participant team will present their analysis, decisions/recommendations, and the rationale behind the decisions. Allow the participants to complete this portion without interruption, unless you are asked to respond.

During the next 5 minutes you are to ask questions of the participant team to determine their understanding of the situation presented. Both members of each team should respond to at least one question. To ensure fairness, you must ask each participant team the same questions (questions are provided in the Judge's Instructions). After asking the standard questions, you must ask other questions specific to the current participant team.

After the questioning period you will close the event by thanking the participants for their input. Then complete the Evaluation Form, making sure to record a score for all categories. The maximum score for the evaluation is one hundred (100) points. The presentation will be weighed at twice (2 times) the value of the exam scores.

A score of "Exceptionally Well Done" in any category means that, in your opinion, the information is presented in a very effective way; in effect, nothing more could be expected of an employee.

A score of "Well Done" in any category means that, in your opinion, the information is presented well. Though there may be a few minor problems or omissions, they are not significant.

An "Adequately Done" score means that the information is presented adequately. It meets minimum standards of acceptability.

A score of "Little Value" in any category means that some major flaw has been noted that damages the effectiveness of the presentation. This may be a major omission, a serious misstatement or any other major flaw.

A "No Value" score means that the information presented is of no value. It is presented in such a way that it does not help the presentation at all.

We hope you are impressed by the quality of the work of these potential managers. If you have any suggestions for improving the event, please mention them to your event director.

**JUDGE'S EVALUATION FORM**  
**Sample Event**  
**BMDM**

<b>PERFORMANCE INDICATORS</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Little/No Value</b>	<b>Judged Score</b>
<b>DID THE PARTICIPANT:</b>					
1. Distinguish between ethics and law?	10-9	8-7	6-5-4	3-2-1-0	_____
2. Explain ethical considerations in providing information?	10-9	8-7	6-5-4	3-2-1-0	_____
3. Identify possible resolutions to an ethical dilemma?	10-9	8-7	6-5-4	3-2-1-0	_____
4. Explain the concept of competition?	10-9	8-7	6-5-4	3-2-1-0	_____
5. Identify factors affecting a business's profit?	10-9	8-7	6-5-4	3-2-1-0	_____
6. Demonstrate understanding of the importance of good ethical behavior?	10-9	8-7	6-5-4	3-2-1-0	_____
7. Foster positive working relationships?	10-9	8-7	6-5-4	3-2-1-0	_____
<b>PRESENTATION</b>					
	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Little/No Value</b>	<b>Judged Score</b>
8. Clarity of expression	6-5	4	3-2	1-0	_____
9. Organization of ideas	6-5	4	3-2	1-0	_____
10. Showed evidence of mature judgment	6-5	4	3-2	1-0	_____
11. Effective participation of both team members	6-5	4	3-2	1-0	_____

12. Overall impression and responses to  
the judge's questions

6-5

4

3-2

1-0

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**TOTAL SCORE**

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