Business Ethics Practice

Use this key to check answers and read the explanations.

1. A supplier pays for a newsletter article that looks like the editor's usual product reviews. The publisher's policy requires readers to recognize paid content before opening it. Which change meets the policy?

A. Place a clear Paid Advertisement label next to the headline.
B. Add a note about the payment at the end of the article.
C. List the supplier among general supporters on a separate page.
D. Add the supplier's name to the headline without saying it paid.

Correct answer: A. Place a clear Paid Advertisement label next to the headline.
A visible label next to the headline identifies the paid relationship before readers decide whether to open the article.

2. A shop offers free replacements only within 30 days of purchase and only with a receipt. Its policy requires both conditions to appear beside the offer. Which sign follows the policy?

A. Free replacement with your receipt. Time limits apply.
B. Free replacement within 30 days. Ask about proof of purchase.
C. Free replacement within 30 days of purchase with your receipt.
D. Free replacement if your purchase qualifies.

Correct answer: C. Free replacement within 30 days of purchase with your receipt.
The sign gives the exact deadline and the receipt requirement together. Customers can tell what the offer requires without looking elsewhere.

3. A buyer receives a gift basket from a bidder during an active selection. The fictional purchasing policy requires declining bidder gifts and recording each offer. What should the buyer do?

A. Decline the basket and make a note only if the bidder wins.
B. Decline the basket and record the offer in the gift log.
C. Accept and share the basket with the selection team, then log it.
D. Accept the basket and leave it unopened until the selection ends.

Correct answer: B. Decline the basket and record the offer in the gift log.
The policy calls for both declining the gift and recording the offer. The bidder's eventual selection has no bearing on either step.

4. A selection committee member learns that a sibling owns one of the bidding firms. The group's policy requires disclosing close family interests and stepping out of the evaluation. Which action follows both requirements?

A. Ask the sibling to confirm the firm's bid was submitted fairly, then continue evaluating.
B. Disclose the relationship but keep scoring with the standard rubric.
C. Skip the vote but do the scoring and keep the relationship private.
D. Inform the committee chair and take no part in scoring or discussing the bids.

Correct answer: D. Inform the committee chair and take no part in scoring or discussing the bids.
Telling the chair puts the relationship on record. Stepping away from scoring and deliberation keeps the member out of the evaluation itself.

5. A fictional policy sends ordinary concerns to the direct manager and concerns involving that manager to an independent ethics team. A clerk sees their manager approve an office furniture order under a code reserved for employee training. Where should the clerk report the concern?

A. To the manager who approved the order
B. To the independent ethics team
C. To the furniture seller
D. To the regular staff meeting for an open vote

Correct answer: B. To the independent ethics team
The manager approved the order, so the policy points to the independent channel. The clerk can report the order description and budget code for review.

6. An events team needs the attendance total for each workshop. Its reporting policy limits shared data to what recipients need for this task. Which file should the analyst send?

A. One attendance count per workshop with no attendee identifiers
B. Each workshop's full sign-in sheet with names and contact details
C. One row per attendee listing a unique account number and the workshop
D. Each workshop's attendance count plus the contact list for that workshop

Correct answer: A. One attendance count per workshop with no attendee identifiers
Workshop totals provide everything needed for this report. Attendee identifiers and contact details add personal information without helping calculate the totals.

7. A bidder notices an unclear measurement in the specifications. The buyer confirms a correction that could affect pricing. The bid rules require every bidder to receive material changes through the same official channel. What should the buyer do?

A. Wait until bids close and explain the intended measurement to the reviewers.
B. Send a private correction to the bidder who asked.
C. Tell the bidders who attend the next meeting and rely on them to share it.
D. Post a written correction through the bid channel for every bidder.

Correct answer: D. Post a written correction through the bid channel for every bidder.
A written correction shared through the official channel gives all bidders the same information while they can still use it.

8. A review finds four shipment records without delivery scans. The review policy requires promptly reporting verified observations and labeling unresolved facts. What should the reviewer write?

A. A courier deleted four scans to hide failed deliveries.
B. Four shipments went undelivered.
C. Four records lack delivery scans. The team has yet to verify whether those shipments arrived.
D. The four shipments arrived, so the missing scans are a clerical issue.

Correct answer: C. Four records lack delivery scans. The team has yet to verify whether those shipments arrived.
The missing scans are verifiable. Whether the shipments arrived and why the scans are missing remain unresolved.

9. In a fictional pilot, 8 of 10 orders arrived within two days. The shop's policy allows an observed result if its sample is clear and it makes no promise about future orders. Which statement fits?

A. In our 10-order pilot, 8 orders arrived within two days.
B. Expect 80% of all future orders to arrive within two days.
C. We guarantee delivery within two days for every order.
D. Most customers receive every order within two days.

Correct answer: A. In our 10-order pilot, 8 orders arrived within two days.
The pilot supports a count for those 10 orders. Stating the denominator and setting avoids implying a population-wide result or a future guarantee.

10. A club collected email addresses for workshop reminders only. Its fictional policy requires a separate opt-in before using those addresses for marketing. What action meets that requirement?

A. Treat a previous workshop registration as marketing permission.
B. Add all participants to marketing and remove those who complain.
C. Assume people who open workshop reminders also agree to marketing.
D. Offer a separate marketing signup and send promotions only to people who opt in.

Correct answer: D. Offer a separate marketing signup and send promotions only to people who opt in.

Signing up for workshop reminders serves a specific purpose. A separate affirmative choice is required by the club's policy before the list can be used for promotions.

11. A bid requires at least 95% on-time delivery. The score weights price at 40% and service at 60%. The figures give on-time rate, price score, and service score in order. A (94%, 100, 88), B (95%, 80, 85), C (96%, 90, 80), D (97%, 70, 90). Which eligible vendor ranks first?

A. Vendor B
B. Vendor A
C. Vendor C
D. Vendor D

Correct answer: C. Vendor C

A misses the 95% threshold. Using the stated weights, B gets 83, C gets 84, and D gets 82. C has the highest eligible score.

12. A team can review one supplier issue first. Its policy prioritizes credible evidence of the most immediate and serious harm. Which report should go first?

A. A past invoice misspelled a contact name and has already been corrected.
B. Two current reports and dated photos show a blocked exit in an occupied work area.
C. A photograph for the supplier directory is a week out of date.
D. A recent shipment used a different box logo than the one in the catalog.

Correct answer: B. Two current reports and dated photos show a blocked exit in an occupied work area.

The current reports point to a serious hazard in an area people are using. The remaining reports concern lower-impact or resolved issues.

13. A supplier says it fixed a packing process that omitted a required insert. The buyer needs evidence that future batches actually include the insert. Which follow-up directly tests the outcome?

A. Count how many workers received an email about the procedure.
B. File the supplier's new written procedure without checking later packages.
C. Ask whether the person who drafted the new procedure has signed it.
D. Check a sample from later batches for the insert and record the results by batch.

Correct answer: D. Check a sample from later batches for the insert and record the results by batch.
Checking later packages tests whether the requirement is met in practice. A written procedure, signature, or email shows an action was taken without proving the outcome.

14. An authorized reviewer needs the invoice IDs, dates, and amounts to check a possible duplicate. The fictional policy says to send only those fields via the case portal and retain the full originals in the restricted archive. Which action meets all three conditions?

A. Send a case-portal summary with the requested fields and keep the originals in the restricted archive.
B. Send full invoice scans through the case portal and keep the originals in the archive.
C. Send only the requested fields to a general team mailbox and retain the originals.
D. Send only the requested fields through the case portal and discard the archived originals.

Correct answer: A. Send a case-portal summary with the requested fields and keep the originals in the restricted archive.
The summary provides what the reviewer needs, uses the approved channel, and leaves the source records available under their existing access restrictions.

15. A failed refund was counted as paid in a finance report already sent to two departments. The fictional policy requires alerting both recipients, retaining the original, and issuing a verified correction with an explanation. Which response follows the policy?

A. Tell both departments about the possible error but forward an unchecked revision.
B. Replace the original report with a verified revision and tell only the finance lead.
C. Tell both departments, retain the original, and send a verified revision identifying the misclassified refund.
D. Keep both versions and send the corrected total only to the first department.

Correct answer: C. Tell both departments, retain the original, and send a verified revision identifying the misclassified refund.
The response reaches both departments that saw the original and links the correction to its cause. The retained original and verified revision provide a record for later review.