



# Office of Ethics and Integrity

## ETHICS RESOURCE LIST

### AUDIO/VISUAL RESOURCES - DVD

#### ***OEI/DVD#02-E1***

##### **“Ethics Matters”**

DVD - An audio series on ethical considerations that overlay life at the Metropolitan Water District of Southern California in 2006. As part of the on-going ethics education series, Marty Linsky, professor at Harvard University’s Kennedy School of Government, was invited to facilitate a discussion about effective leadership and the promotion of ethics at Metropolitan and its Member Agencies.

#### ***OEI/DVD#03-E1***

##### **“Ethics Matters, Volume 2”**

DVD - An audio series on ethical considerations, such as social responsibility and public agency ethics, which overlay life at the Metropolitan Water District of Southern California. This particular series is hosted by ethics officer Deni Elliot and guest host Dean Ritz from the Practical Ethics Centers at the University of Montana.

#### ***OEI/DVD#04-E1***

##### **“Not For Sale: Ethics in the American Workplace”**

DVD - Livewire Media, 1997.

A video-based learning program for high school students.

#### ***OEI/DVD#05-E1***

##### **“Reflections: Being Ethical in Today’s Legislature”**

DVD - Produced by NCSL’s Center on Ethics in Government, 2005.

#### ***OEI/DVD#06-E1***

##### **“Vision and Values: Voices of the City”**

DVD - The City of San Diego, 2005.

### AUDIO/VISUAL RESOURCES - VHS

#### ***OEI/VHS#01-E1***

##### **“Surviving the Ethics Jungle: Ethics in Public Service”**

VHS - Produced by the Ethics Office for the City of Jacksonville, FL.

## PRINTED PUBLICATIONS - BUSINESS/CORPORATE ETHICS

### *OEI/PP#01-E1*

#### **A Desktop Guide for Nonprofit Directors, Officers & Advisors – Avoiding Trouble While Doing Good**

**Jack B. Siegel, John Wiley & Sons, Inc.: Hoboken, 2006**

“...[Jack Siegel’s] handbook will make mandatory – and arresting – reading for those who are already serving as trustees, directors, officers, and key employees of exempt organizations, particularly charitable ones. Siegel’s goal, in which he succeeds, is to help directors and officers of nonprofit organizations “make better decisions.” The book is full of large policy analyses and paragraphs on the details, such as board size, board committees, board meeting formats, the contents of minutes, and the duties of officers.”

### *OEI/PP#02-E1*

#### **Absolute Honesty: Building a Corporate Culture that Values Straight Talk and Rewards Integrity**

**Larry Johnson & Bob Phillips, New York: Amacom, 2003**

Absolute Honesty provides a template for creating and sustaining a business environment of open communication and healthy debate. It replaces what the authors call the “Kumbaya syndrome”... with a straight thinking system that respects honesty instead of demeaning it.

### *OEI/PP#03-E1*

#### **Enron: A Professional’s Guide to the Events, Ethical Issues and Proposed Reforms**

**Arthur L. Berkowitz, Chicago: CCH Inc., 2002**

A look at the ethical issues surrounding the Enron scandal and the lessons to be learned in questioning the concept: “If it’s legal, it’s ok.”

### *OEI/PP#04-E1*

#### **The Good, the Bad, and Your Business: Choosing Right When Ethical Dilemmas Pull You Apart**

**Jeffrey L. Seglin, Kittery Point: Smith/Kerr Associates, 2000**

Examines how to manage with a conscience.

### *OEI/PP#05-E1*

#### **Harvard Business Review on Corporate Ethics**

**Harvard Business Review, Boston: Harvard Business School Press, 2003**

A collection of essays to help readers identify the theoretical and practical issues of recognizing and responding to ethical dilemmas.

*OEI/PP#06-E1*

**Managing Business Ethics: Straight Talk about How to do it Right**

**Linda K. Trevino & Katherine A. Nelson, Hoboken: John Wiley & Sons, Inc., 2007**

This book offers a realistic, down-to-earth look at ethics in the workplace and helps identify and solve ethical dilemmas, so that managers can understand why people behave the way they do, and help in the design of a culture that will promote ethical behavior in an organization.

**PRINTED PUBLICATIONS - CHARACTER  
BUSINESS/CORPORATE ETHICS**

*OEI/PP#07-E1*

**Moral Courage**

**Rushworth M. Kidder, New York: HarperCollins Publishers, 2005**

This book explores such questions as: “Is the benefit worth the risk?” “Am I motivated by my desire to uphold my beliefs or to impose them on others?” “Will my actions create collateral damage among those with no stake in the outcome?”

*OEI/PP#08-E1*

**Work as a Heroic journey: Use the Workplace to Evolve Your Character and  
Consciousness**

**Marion Moss Hubbard, San Diego: Orion Publishing Co., 2005**

This book suggests that the workplace challenges individuals to discover the heroism within the work that each do, presenting a variety of moral, ethical, psychological, and interpersonal tests to help the reader to become the human being he/she is meant to be.

**PRINTED PUBLICATIONS – ETHICAL VALUES/DECISION  
MAKING**

*OEI/PP#09-E1*

**The Ethics of Excellence**

**Price Pritchett, Dallas: Pritchett & Associates, Inc.**

A short handbook providing simple pieces of advice on how to behave ethically in business.

*OEI/PP#10-E1*

**How Good People Make Tough Choices: Resolving the Dilemmas of Ethical Living**

**Rushworth M. Kidder, New York: Harper, 2003**

In this book, Kidder – the founder of the Institute for Global Ethics – suggests to the reader how to think for him/herself in order to resolve any ethical dilemma, from the personal to the philosophical.”

***OEI/PP#11-E1***

**In Search of Ethics: Conversations with Men and Women of Character**

**Len Marrella, Sanford: DC Press, 2005**

A collection of interviews with men and women of various backgrounds and in different positions of power on their moral and ethical character.

***OEI/PP#12-E1***

**Smart Choices: A Practical Guide to Making Better Life Decisions**

**John S. Hammond, Ralph L. Keeney, & Howard Raiffa, New York: Broadway Books, 1999**

Combining research with common sense and practical experience, this user-friendly guide shows readers, in the decision making process, how to assess deep-seated objectives, create a comprehensive set of alternatives, determine likely consequences, make trade-offs, and grapple with uncertainty.

***OEI/PP#13-E1***

**Winning Decisions: Getting it Right the First Time**

**J. Edward Russo & Paul J. H. Schoemaker, New York: Doubleday, 2002**

Distilling over thirty years of research, Winning Decisions is a comprehensive guide to methods for making critical business decisions confidently, quickly – and correctly.

**PRINTED PUBLICATIONS – ETHICS IN PUBLIC SERVICE/GOVERNMENT**

***OEI/PP#14-E1***

**The Ethics Challenge in Public Service: A Problem-Solving Guide**

**Carol W. Lewis & Stuart C. Gilman, San Francisco: Jossey Bass, 2005**

This book provides its readers with practical tools and techniques for making ethical choices in the public service world by exploring the day-to-day ethical dilemmas managers face in their work, including when rules recommend one action and compassion another, and whether it is ethical to dissent from agency policy.

***OEI/PP#15-E1***

**The Ethics Edge**

**Edited By John P. West & Evan M. Berman, Washington D.C.: ICMA Press, 2006**

A collection of contributions to the fields of ethics in government, with both private-sector and state/federal focuses used.

***OEI/PP#16-E1***

**Ethics for Public Managers**

**Harold F. Gortner, Westport: Praeger Publishers, 1991**

Looks at ethical decision making and how it particularly relates to public administration.

*OEI/PP#17-E1*

**Ethics: Honesty and Fairness in the Public Service**

**By Rick Cantrell, Don Morrison, & Amy Middleton, Tacoma: The Local Government Institute, 1997**

This book provides managers with the proper tools and foundational information to help develop and maintain a sound ethics program.

*OEI/PP#18-E1*

**Preserving the Public Trust: The Five Principles of Public Service Ethics**

**Michael Josephson, Bloomington, Unlimited Publishing, 2005**

Examines five principles that are key to successful public service administration - including public interest, dependent, objective judgment, public accountability, democratic leadership, and responsibility and fitness for office.

*OEI/PP#19-E1*

**While America Aged**

**Roger Lowenstein**

How pension debts ruined General Motors, stopped the NYC subways, bankrupted San Diego, and loom as the next financial crisis.

## PRINTED PUBLICATIONS – LEADERSHIP VALUES

*OEI/PP#20-E1*

**Ethical Leadership: Leadership for a New Millennium**

**Michael C. Pickett, Bloomington: Author House, 2005**

This book provides a systemic understanding about leadership and its critical relationship to an organization's environmental climates, as well as a process to formulate and implement strategies for immediate impact and preservation of long-term goals to enhance organizational survival, social responsibility, growth and long-term viability.

*OEI/PP#21-E1*

**Ethics 101: What Every Leader Needs to Know**

**John C. Maxwell, New York: Center St., 2003**

This book shows you how the golden rule can work anywhere, and how, especially in business, it can bring significant dividends.

*OEI/PP#22-E1*

**Integrity Works: Strategies for Becoming a Trusted, Respected and Admired Leader**

**Dana Telford & Adrian Gostick, Layton: Gibbs Smith, 2005**

The insights in "Integrity Works" can help the reader implement ten principles of integrity that can increase customer and employee loyalty and the bottom line.

*OEI/PP#23-E1*

**Leadership and the Quest for Integrity**

**Joseph L. Badaracco & Richard R. Ellsworth, Boston: Harvard Business School Press, 1989**

Examples of three distinct types of leadership: political leadership, directive leadership, and values-driven leadership are discussed by drawing on interviews with nationally recognized CEOs.

*OEI/PP#24-E1*

**Leading Change**

**John P. Kotter, Boston: Harvard Business School Press, 1996**

This book provides vicarious experience and positive role models for leaders to emulate. The book identifies an eight-step process that every company must go through to achieve its goal, and shows where and how people – good people- often derail.

## PRINTED PUBLICATIONS – MANAGING WORKPLACE ETHICS

*OEI/PP#25-E1*

**The Business Ethics Activity Book: 50 Exercises for Promoting Integrity at Work**

**Marlene Caroselli, New York: Amacom, 2003**

A book of “ready-to-use, easily adaptable activities” that will help generate the kind of thought and discussion that ultimately leads to mutual respect and an atmosphere in which ethical behavior defines organizational culture.

*OEI/PP#26-E1*

**Defining Moments: When Managers Must Choose Between Right and Right**

**Joseph L. Badaracco, Boston: Harvard Business School Press, 1997**

A book about work choices and life choices, and the critical points – or defining moments – at which the two become one, examining the right-versus-right conflicts that every business manager faces and presenting an unorthodox yet practical way for the reader to think about and resolve them.

*OEI/PP#27-E1*

**Ethical Managing: Rules and Results**

**F. Neil Brady, New York: Macmillan Publishing Co., 1990**

This book connects ethical theory with management practice.

*OEI/PP#28-E1*

**Good Ideas for Creating a More Ethical and Effective Workplace**

**Steven R. Nish, Bloomington: Unlimited Publishing, 2005**

Shares innovative ideas used around the country, from compensation and communication to hiring and firing to help boost ethics and morale.

***OEI/PP#29-E1***

**Good Intentions Aside: A Manager's Guide to Resolving Ethical Problems**

**Laura L. Nash, Boston: Harvard Business School Press, 1993**

Drawing on extensive interviews with scores of managers, Nash reveals how traditionally profit-oriented thinking – to the exclusion of other values – short-cuts the good intentions of workers, eventually undermining the image, quality, and performance of an organization.

***OEI/PP#30-E1***

**Managing by Values: How to Put your Values into Action for Extraordinary Results**

**Ken Blanchard & Michael O'Connor, San Francisco: Berrett-Koehler Publishers, Inc., 2003**

“Managing by Values” details a practical game plan for clarifying an organization’s core values, communicating them throughout the organization, aligning these values with actual practices, and reaching a new level of organizational success.

***OEI/PP#31-E1***

**Truth and Trust: The First Two Victims of Downsizing**

**Frank J. Navran, Alberta: Athabasca U. Educational Enterprises, 1995**

“This book looks at downsizing and pinpoints its real victims, namely Truth and Trust. When Truth and Trust are sacrificed, downsizing will fail. When they are preserved, downsizing works.”