LEARNING AS ONE NATION

Expanded Project

AY 2022-2023

Bus Ethics_4

SHS LEARNING ACTIVITY

Name: _____ **Score/Mark:** _____

Grade and Section: _____ **Date:** _____

Strand: ☐ STEM ☐ ABM ☐ HUMSS ☐ ICT (*TVL Track*)

Subject: *Business Ethics*

Type of Activity: ☐ Concept Notes ☐ Skills: Exercise/Drill ☐ Illustration ☐ Performance Task ☐ Essay/Report ☐ Others: _____

Activity Title: Common Practices in Business Organizations

Learning Target: To describe common practices in business organizations

References: (web) Common Practices in Business Organizations. Retrieved August 4, 2017;

(Author, Title, Pages) M.D.R. Oclarit, CVIF Learning Activities

The term **business practice** refers to the essential features of processes needed by an organization to effect standard operating procedures in a consistent manner. It pertains to methods or rules followed by a company in order to attain its goals and objectives. It also refers to procedures and processes that are generally accepted and have become the standard way of doing things.

Examples of common business practices:

1. **Decorum** – behavior that is controlled, calm and polite; the practice of appropriate and fitting manners when dealing and communicating with people inside or outside of the organization.
2. **Protocol** – the standard procedure or formal system of rules governing business and social affairs as well as the conduct of events of a business organization.
3. **Corporate Policy** – a documented set of broad guidelines developed by a business organization to govern its actions from top management to the rank-and-file employees. These guidelines define the limits within which decisions are to be made.
4. **Bookkeeping** – process of recording transactions that are financial in nature like purchases, sales, payments and collections.
5. **Reportorial Requirement** – the documents and reports that a company must submit to government and regulatory agencies in compliance with statutes and laws.

Exercises:

I. Identify the common practice applied in each situation.

1. Sending a card of thanks to a resource person after a speaking engagement.
2. Submission of income tax returns to the Bureau of Internal Revenue.
3. Properly recording the acquisition cost of office equipment purchased.
4. A company ruling that employees should not accept gifts from suppliers.
5. Observing silence and listening attentively to the speaker during corporate meetings.

II. Choose two (2) common practices and cite an example for each (aside from those mentioned above).