August 23, 2020

Sharon Morgan

Courier Express, Inc

12345 East Central Avenue

Richmond, Virginia 23234

Dear Sharon Morgan,

On June 3, we had an employee and management official having a verbal confrontation concerning improper policy procedures and guidelines. The manager stated to another not to worry about it. The other manager felt the argument was unethical and reported the situation to the Human Resources Specialist. The unit manager had the employee moved to another unit. Several days later, the employee complained about improper clock rings for two days, stating she did not receive compensation and thought it was a form of retaliation. Management forwarded the matter to the Human Resources Department for further development.

"We as a business have to work to create and maintain workplace cultures that demonstrate ethical and socially responsible behavior are more likely to realize larger profits and employ more motivated, engaged, and productive workers." (Meinert, 8). From the confrontation events, the other manager presumed it to be unethical and for privacy and security purposes disagreed, protecting himself and others from harassment or discrimination. The employee stated that she did not have a formal complaint and did not wish to make a statement. "Our business ethics are blended with socially responsible practices, to make a weighty statement about the moral conduct that business organizations owe to the broader society." (Laczniak & Murphy) The Management personnel must make a statement of any incidence from the origination of any complaints by staff referenced to safety.

Meanwhile, the Human Resources Specialist assisted in correcting the compensation matter with the employee. Records had shown the employed had proper clock rings, though she must have forgotten to clock back in from lunch. A pay adjustment of pay will resolve the issue, and the required signature of agreeance had to be accepted by the employee. The employee approved the form and was satisfied in the matter. After the employee's meeting, I asked if she wanted to speak with a therapist offered through a program of benefits with the company.

 The best solution is to assess all variable possibilities and comparable differences in the situation. Follow through with policies and procedures, receive statements from management or employee soon as the accusation arises. In this matter, the employee's uncomfortableness in the unit was a note and addressed with caution. The Human Resources "adoption of business of a strategic focus for fulfilling the economic, legal, and ethical responsibilities expected of it by the organization and employees." (Ferrell, Throne, & Ferrell, 2, p7). If the situation no longer escalates, it acts as a precautionary method to protect the organization and the employees. Thank you for taking the time to review this occurrence within the company. Perhaps you can offer some insight or concerns that can address any advice.

With sincere thanks.

Yolanda Bowman

August 8, 2020

Reflection Essay

**This reflection essay is about a formal business letter and the thinking strategies of the components and the objective. The most informative strategies were monitoring, clarifying, questioning, searching, selecting, and summarizing all the information with traditional business practices standards. I will use all the procedures when assessing information for any formal writing assignment in work/ life assignments.**

**The strategies that work best for me starting with an outline of main points, explanation of the topic, and examples supporting the reasoning or comparison of the issue. To leverage the initial strategies is to improve the information or approach the topic perspectives from another angle. Advancing skills in technology and new changing laws can predict the future of businesses. The process of reflective markers works well for what could have improved and the discovery of your work's inconsistencies. To produce quality work grounded in ethical behavior, I address the topic's essential points and how they are beneficial to the business or company's value.**

**When completing a major assignment, I would not overthink the task and stay organized with needed components. Reflecting on the process and the relevance to the workplace, I have learned there is the information required to know. It also depends on the credibility of the source's information that is good to know. Critical thinking and ethical behavior are essential to show your consistency, tolerance, and the ability to maintain and complete the task.**

August 8, 2020

Reference

No Author (May 2019). *Human Resource Specialist*. U.S. Bureau of Labor Statistics. Retrieved from [https://www.bls.gov/OOH/business-and-financial/human-resources-specialists.htm](https://www.bls.gov/OOH/business-and-financial/human-resources-specialists.htm%20on%20J%20%20%20une%2015) on June 15,2020.

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