**Computing and the Society**

**HW 2 (Due Midnight Saturday October 3)**

September 22, 2020

Design and write a Corporate Code of Ethics for a professional computing/IT company. Your COE should be relative and detailed enough for your company of choice.

You will need to write up to (but not more than) three lines about your company of choice. Your company can be your future company that you will establish, or it can be an existing company. If it is an existing company it MUST NOT already have a published code of ethics/conduct on its website. You must provide the company’s website, as a reference, in this case. Here is an example:

“I am writing a suggested Code of Ethics/Business Conduct for STC. STC is an existing telecommunications company that operates in the Kingdom and serves millions of customers. STC provides communications and internet/data services and service packages to its customers.”

Instructions: do not change the COLOR, font, size, MARGINS, or line spacing of this page, for your answer. Your answer should not be less than 1/3 of a page but should not exceed one full page. DO NOT HIGHLIGHT YOUR ANSWER IN ANY WAY AND DO NOT USE A COLOR OTHER THAN BLACK. Do not insert your answer inside this HW statement. Write below the line below this statement. Failure to follow these instructions will result in a substantial loss of points.

I am writing a suggested Code of Ethics/Business Conduct for Jarir Bookstore. Jarir Bookstore is an existing Saudi Arabian establishment that has grown from just being a bookstore into being the largest retailer of books and electronics in the Kingdom.

Jarir Bookstore’s website: https://www.jarir.com

Code of ethics for Jarir bookstore is as follows:

1- Treat everyone with respect. Employees in Jarir Bookstore must treat everybody with respect. This includes your coworkers and the customers as well. We in Jarir Bookstore welcome people of all backgrounds, cultures and ethnicities.

2- Be thoughtful. Whenever an employee interacts with a coworker or a customer, they will be representing the entire company. Therefore, we should be aware of such actions whenever a decision is made.

3- Bribery. All employees under this company may not give or take bribes of any kind from anyone. This crucial code must be followed in order to prevent corruption inside the company.

4- Internet usage at work. The Internet provided at the company is for work related matters. Use of the Internet that is provided at work should not disrupt the employees’ productivity.

5- Attendance and discipline. Employees of this company are expected to attend regularly and be punctual in attendance.