

Required Ethical Behaviour

Objectives

- Introduction to ethical behaviour
- Definition to ethical behaviour
- Professional & ethical behaviour in the workplace
- Importance of ethical behaviour

Required Ethical Behaviour

Ethical Behaviour

Introduction

-Acting in ways consistent with what society and individuals typically think are good values.

-Ethical behaviour tends to be good for professions and business and involves demonstrating respect for key moral principles that include honesty, fairness, equality, dignity, diversity and individual rights.

Required Ethical Behaviour

Define Ethical Behaviour

- Professionalism and ethics in the workplace are the guiding principles that an individual or the company has established.
- Generally, a company sets forth a minimum standard of ethics and expectations, even though there are employees who may have a higher personal set of ethics.
- Those who don't follow the ethics rules at work are subject to disciplinary action, possibly even firing.

Required Ethical Behaviour

Definition of Ethical Behaviour

- As with all ethics guidelines, these rules at work consider what is best for all involved.
- That includes the employer, the employee, co-workers and the public.
- An employee handbook may list specific behaviour expectations but many components of ethics are guided by a person's moral code.
- For example, an employer may not expressly state that one employee should not take credit for a project if he had nothing to do with it.
- This generally follows a person's moral compass, though it may become a rule if a problem permeates among employees.

Required Ethical Behaviour

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Code

- **Acting with integrity:** 'I will conduct myself in such a way that my speech and acts are honest and trustworthy, able to nurture a culture of truth and reliability;'
- **Being incorruptible(honest):** 'I will not accept any financial or other obligation to individuals or organizations which could lead me to act unethically in my duties and responsibilities;'

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Code

- **Acting impartially:** 'In carrying out my duties, including making appointments, awarding contracts, grants, or recommending individuals for benefits, I will make fair choices which do not unduly or unjustly favour those with whom I have other ties;'
- **Being transparent:** 'I will be transparent in my decisions and actions and will not withhold information which is in the public interest;' and,
- **Being accountable:** 'I recognize that I am accountable for my decisions and actions and will submit to whatever scrutiny is appropriate.'

Required Ethical Behaviour

- **Professional & Ethical Behaviour in the Workplace**
- At work, ethical behaviour is the legal and moral code guiding employee behaviour.
- Being a professional requires more than wearing a nice suit.
- It requires ethical behaviour that drives interactions with other employees, customers and leadership.

Required Ethical Behaviour

- **Professional & Ethical Behaviour in the Workplace**

- It also guides how someone performs her/his job.
- Ethical behaviour guides whether someone will perform minor infractions([breaking of the law](#)) if he feels no one is watching.
- Business leaders need to set clear guidelines for ethical behaviour in the workplace and to consistently train employees on working according to those expectations

Required Ethical Behaviour

- **Importance of Ethical Behaviour**
- Ethical behaviour in the workplace is important for many reasons. People and customers feel safe when working with a company if they know people are following morally sound guidelines.
- It builds the reputation of the business and doing "clean business" or keeping "customers as a priority."

Required Ethical Behaviour

- **Importance of Ethical Behaviour**

- Many professionals won't remain in business if the public doesn't feel that the person or the company operates ethically.
- Banks, financial representatives, lawyers all must follow high ethical standards.
- Any company taking credit card information needs to maintain strict privacy and information protection policies to get consumer confidence.

Required Ethical Behaviour

- **Importance of Ethical Behaviour**

- Ethics guidelines also set the tone for how companies deal with conflict.
- When customers complain or if a co-worker accuses another of wrong-doing, an ethical company can go to its employee handbook and follow established fair procedures to get a resolution.

Required Ethical Behaviour

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