Workplace ethics and value syste 14MBAHR408

INTRO: WORKPLACE ETHICS

Ethics

- Group of norms, code or value system

- Set of beliefs about right or wrong beh (voluntary not compulsory)

- Generally accepted social norms, ma which are universal.. Telling lies, cheatin

Ethics and Business

- Unitarian view: business and all activiti
  human beings considered inseparable- busi
  an element of moral structure and moral e
  (CSR etc..)

- Separatist view: Adam Smith and
  Friedman- business is only to make profit-
  dilute the objectives.

- Integration view: Talcott- all sectors
  interlinked which in turn are influenced by
  Ethics influenced govt policy, which in
  influenced business.

Workplace Ethics

- Every business must introduce buz ethics day-to-day activities

- Earning profits is not bad but using wrong for earning is bad and unethical.

- Raymond C Baumhart, " the ethics of busin the ethics of responsibility. The busines must promise that he will not harm knowin

- Andrew Crane, " business ethics is the stu business situations, activities and decisions issues of right and wrong are addressed."

Why ethics @ workplace?

- To protect consumer rights- adulter misleading advts.
- To make businesses socially accoun employees and public
- To strengthen buz-society relation
- To focus shift from seller to buyer- in awareness twds all stakeholders
- To benefit both buz and society- long term
- To guide in policy formulation
- To have accuracy and credibility in buz deal

Principles of workplace ethic

- Credibility- adopt justice, truth and fairne gain credibility

- Being broad minded-open to ideas

- Discharge liabilities- even during tough time

- True documentation- any papers-records/a

- Contribution to societal devlpt

- Audit of financials fairly

- Respect all other parties

Benefits

Ethical climate	Benefits E/e commitment Investor loyalty Customer satisfaction	Profits

Types of workplace ethics

- General – basics of business: areas like legal changes, M&As, unethical bus activities etc

- Functional – mgt functions- HR, Mktn Production, Finance etc

- International- values of diff countries- and later..

- Economic systems- policies & prgms of g

Personal ethics & its dvlpmr

- Foundation for a person's moral compas

- An internal guide

- Drives actions and emotions regularly

- Moral codes built upon this foundation

- Love is the ultimate ethical code

Determinants of personal eth

- Friend/ peers: jaisa sang vaisa rang

- Family influence: story of two twin parro

    on the contrary: story of a drunkard's

- Influence of culture & religious beliefs

- Influence of habits: "U become what you

    about"—Earl Nightingale

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How to develop personal std o ethics??

- Always be cheerful & optimistic
- Honesty in all relationships
- Generous & unselfish with associates
- Always be kind
- Believe love is stronger than hatred
- Do not engage in a transaction that doesn't benefit all participants
- Do not insult another person

(7 principles)

WPE for employees

1. Ethical violations by employees

- Humiliating e/e s by e/rs- bullying etc

- Safety violations: factories (belts/gears e offices (extinguishers/ cab GPS, fire alarms

- Time theft: manipulating time unproductive work like checking mails fo time, etc

- Stealing: office supplies, cash, etc

- Misconduct: harassment, discrimination

2. Elements of WPE for e/es

- Work commitment: unprofessionalism
  tolerated

- Organisation loyalty: dishonesty, info lea

- Compassion towards peers: he
  competition, respect others' work

3. Ethical behavior in Workplace

Factors influencing our stds of behavior

- Individual factors: satyam's Raju?? Know value and goals

- Social factors: values & attitudes of "sign others" Ex. Talking over office phone..

- Opportunity: degree of freedom available e/e to behave unethical. Ex.: acces cashbox/locker/boss's email, power to ent rooms

Professionalism

- Who is said to be professional?

- What are his/her qualities/attributes?

- Why do we need it?

- How is ethics linked with professionalism

- What are the ethical attitude expect e/es?

- Some e/e etiquettes you know.. Pleas out..

Are you professional???

A person who adhers to cou
honesty, responsibility when dealing
individuals and others in a business envt

Attributes expected..

- Specialised education/trained for a signi
  duration (Docs/lawyers/CAs)

- Member of an association

- Service orientation-client and society nee

- Commitment to a calling

- Certain amount of freedom in utilising
  knowledge and skill

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Need for professionalism@ workp

- To know their boundaries-what is apt be and what's not

- Encourage to perform better- blazers presenting vs jeans

- Buz remain accountable- em communication report or other correspon clients served better

- Demonstrate respect and limits gossips unnecessary personal talks

- Reduced conflicts- where people b professionally.

Ethics and professionalism?

- Professionals contribute to positivity an create an envt where everything is possi be achieved with less efforts and conflict

- Act as guardians to techno develpmnts Robot- good vs bad scientist

- Act in the interest of the mgt

- Being socially responsible

- Act as a catalyst

e/e attitude & ethics

- Show respect in workplace- negative at brings down productivity

- Receive co-operation from subordinate involving them in decision making meeting Modi's youth participation and other mails)

- When one represents an orgtn, must ty resect co. rules, obey safety procedures, code etc.

- Attendance- being on time and leaving on avoid unexplained absences, m appointments affects not only yourself but also.

Etiquettes (code of conduct@wo

- Give respect and take respect- you are no working to earn money
- Discipline at work-be punctual
- Do not mix personal and professional life
- Greet with smile
- Dress code a must
- Offence- no alcohol at work!
- Data protection- confidentiality

- Cell phone etiquettes

- Work desk – docs/food/messy

- Stay away from blame games and politics- learn to accept mistakes/d issues face to face

- Email etiquettes- use of 'cc' to keep b loop

- Respect and help co-workers- don't misg

- Female e/es- respect, dignity, manners

- Too much of fship –bad at workplace- don't take many favors from co-workers

- Do not take undue advtge of power/position

- Privacy of self/others- phones/letters/ etc do not enter prvt space of others

- Don't fall for rumours nor spread it

Important models..

- Kohlberg's 6 stages of moral developmen
- Lacznaikk's 14 ethical propositions