

# Code of ethics



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A Proposal for a Set of Ethics As your Marketing Manager, it is my mandatory duty to see to it that our Supermarket maintains our existing patrons and brings in more new customers. In order to do so, we have to be competitive with the other supermarkets in the bloc. One of the major requirements for this is to be competitive not only of the marketing products and strategies but also on the quality and responsiveness of our supermarkets' rendered services to our customers which must be with a touch of world class standards. To attain continuous patronage from our customers, the supermarket has to meet the level of expectations of our customers. One of the more critical elements required to improve the services of a Supermarket is to implement a set of code of ethics which will be adhered to by all personnel group from top to bottom. What is this set of code of ethics? A Code of ethics is a set of standard rules, procedures, guidelines and policies disseminated, understood and imposed by top management to all the people who work at the Supermarket. They are all to comply with this code of ethics. These are standard policies and standard procedures that will " guide the organization to steer conduct, both for the organization itself and its employees, in all their internal and external business activities" (Code of Ethics, 2005). This is healthy in the system of any organization as it would " signal to the suppliers, patrons, bankers, traders, government, among others the supermarket's expectation from them and vice versa. This would also be a good strategy to enhance the supermarket's reputation and achieve excellent culture that would strengthen public confidence in the organization" (Code of Business Ethics, 2010). Finally, the monitoring of operations, security and accountability become more effective with the adoption of a code of ethics. What should be the coverage of a set Code of

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Ethics for our Supermarket? In an outline form, here presented below is the coverage of the proposed Code of Ethics. Attached is the detailed initial draft which is subject to scrutiny and further discussion. Supermarket's Code of Ethics I. Introduction and Purpose II. Covered Entities III. Protecting Confidential Matters IV. Keeping Accuracy and Integrity of Records V. Avoiding Conflicts of Interests VI. Equal Opportunity and Diversity VII. Ensuring Fair Transactions VIII. Fair Competition IX. Protection and Proper Use of Assets of the Supermarket X. Compliance To Government Laws, Rules and Regulations XI. Amendments and Waivers XII. Safety, Health and Environment XIII. Proper Use of I. T. Resources and Electronic Data XIV. Reporting Violations vs. Disciplinary Actions REFERENCES " Roundy's Supermarkets, Inc.: Code of Business Conduct". Roundys. com. 2010. Web. 03 March 2011 " QuantumSphere, Inc.'s Code of Ethics"., qsinano. com. qsinano. n. d. Web. 03 March 2011 " Codes of Ethics", goliath. ecnext. com. Chartered Management Institute: Checklists: Human Resources, Training and Development. Goliath Business Knowledge on Demand. 01 Oct. 2005. Web 03 March 2011. Attachment DCE DRAFT OF CODE OF ETHICS Below gives a brief description of the items included for the proposed code of ethics: I. Introduction and Purpose - Explains the code of ethics briefly: its purpose and significance II. Covered Entities - This details the parties covered by this code of ethics, starting from the man at the helm, including consultants up to the person occupying the lowest salaried or waged position will have to acknowledge and comply with this set company code of ethics. III. Protecting Confidential Matters - Protecting any proprietary products, information, and other vital matters of the supermarket is necessary for maintaining the company's competitive edge and good reputation. (QuantumSphere, n. d.). <https://assignbuster.com/code-of-ethics/>

IV. “ Keeping Accuracy and Integrity of Records – To come up with responsible business, transactions on stored data and company records must be complete, accurate and properly secured. All financial books, records, statements and other report formats must conform with the required accounting principles. Audit of records will have to be done as prescribed by top management.” (Code of Business Conduct, 2010) V. “ Avoiding Conflicts of Interests - Business decisions and actions must be transparent, guided, and should be within the interest of the Supermarket. Malicious relationships with prospective or existing suppliers, contractors, customers, competitors and regulators are bound for personal gain or preference must not be tolerated and be strictly prohibited.” (Code of Business Conduct, 2010) VI. “ Equal Opportunity and Diversity Respect and fair treatment must be observed at all times with regards to recruitment, hiring, promotions or providing employment opportunities and other aspects of employment. Regardless of “ race, religion, color, nationality, sex, age, ancestry, citizenship, marital status, sexual orientation, or disability, the screening, hiring and promotions of employees must be done fairly and must be based solely upon job-related qualifications or based on standards set by HR.” (Code Business Conduct, 2010) VII. Ensuring Fair Transactions- “ Nobody should be given the right to undertake unfair one sided-transactions or dealings such as malicious manipulation, concealment, abuse of privileged information and position, misrepresentation of facts and other unfair dealing practices will have corresponding sanctions or disciplinary actions” (QuantumSphere, n. d.). VIII. “ Fair Competition – Healthy competition must be observed at all times. Any malicious collection of competitive data or stealing proprietary information like possession of trade secrets, disclosures

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of highly confidential information are considered illegal and unethical dealings correspond to sanctions” (Code Business Conduct, 2010). IX. “ Protection and Proper Use of Company Assets – Ensuring efficient use and cost saving measures to protect Company assets must be observed at all times. Company’s assets should only be used for legitimate business purposes” (QuantumSphere, n. d.). X. “ Compliance to Government Laws, Rules and Regulations – It should be a policy that the company should comply with all applicable laws, rules and regulations (including trading laws. Illegal action will be dealt accordingly and violators will be reported or surrendered to appropriate authorities” (QuantumSphere, n. d.). XI. “ Amendments and Waivers – Any amendment or waivers pertaining to this Code should be promptly disclosed to the body of stockholders in accordance to the applicable laws and rules of the Securities and Exchange Commission once the company is publicly traded” (QuantumSphere, n. d.). XII. “ Safety, Health and Environment – The company should be responsible in ensuring the safety of its workers and their workplaces; provision of health benefits to deserving employees by following allowable health rules and practices; and complying to ways and means to protect and preserve environmental resources, for example sound waste management” (Code of Business Conduct, 2010). XIII. “ Proper Use of I. T. and Electronic Data- Electronic commerce, electronic mail and other internet-related systems are intended to be used only for the company’s business only. Computing resources must be closely monitored for its optimum and legal use” (Code of Business Conduct, 2010). XIV. “ Reporting Violations vs Disciplinary Actions All recorded violations must be brought to the attention of top management including the Board of Directors and Audit to administer corresponding

sanction. Anyone found violating this code will be subject to immediate disciplinary action to include reassignment, demotion, termination and legal proceedings to recover any amount lost by the company due to this declared illegal activity” (Code of Business Conduct, 2010).