

# Sample essay on a professional code of conduct

[Business](#), [Employee](#)



## **Introduction**

Objectives of the Code are the determination on the basis of common values of principles and rules of business conduct and ethics, aimed at improving banking efficiency and culture, financial stability of the Bank, to strengthen mutual trust of participants of the banking market; the development of a common corporate culture based on high ethical standards, maintaining a team environment of confidence, common esteem and honesty; the detection and prevention of potential risks, solution of problems concerning ethical aspects; and building and maintaining trust in the Bank from the business community, strengthening the reputation of an open and fair market participant.

## **Moral Values and Corporate Governance Principles of the Bank A**

Bank's Moral Values include working so that the client is satisfied and happy to come back (Lecture 11), making decisions in a responsible way and working in a team, focusing on results, cooperating with others and being open to new ideas.

Following Bank's values, it supports the corporate culture necessary to achieve the highest level in all business endeavors. Its values are mandatory for all employees and offered to all who cooperate with the Bank. Corporate principles are based on the values of the Bank's compliance with the law and respect the rights of employees and business partners of the Company. They are the basis for the regulation of internal and external relations, including the behavior in situations of conflict of interest.

Bank's Corporate Principles are the provision of profitability and efficiency,

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compliance with laws and regulations, social responsibility, scrupulous proceeding, reliability and versatility.

All corporate principles are equally important for the Bank. When making decisions, the balance of all the principles, without any preference or priority, should be followed.

## **Standards of Business Conduct**

Bank supports polite and proper relations between colleagues (Wofford College, 2014); exchange of experience and information with colleagues; punctual, precise and timely fulfillment of obligations to the Bank and to colleagues; and rational use of personal time and the time of colleagues.

Mutual responsibility means that both the Bank and its employees share the same basic beliefs, consciously and conscientiously perform their duties in relation to each other (Wofford College, 2014).

The Bank sees its responsibilities to its employees as to provide a stable and decent wages, working conditions that comply with the law, social security, health care and other elements of corporate social responsibility within the framework of the programs implemented by the Bank; build relationships with employees on long-term basis, to provide its trust in employees and ensure open dialogue; develop and improve the system of training, motivation, evaluation of potential employees; support the initiative and commitment of employees to self-development, improvement of professional competence, perform complex tasks; and the atmosphere of teamwork, shared accepting and permanence (Wofford College, 2014). Employees of the Bank are responsible for compliance with the following requirements, namely faithfully perform their duties (Wofford College, 2014); take care of

the Bank's reputation; increase their proficient understanding; comply with work rules and follow orders and instructions of Bank's managers; and comply with the rules of business ethics established by the Code.

Also, the Bank expects all leaders to respect the employees and their rights. Managers should not allow in its management practices the use of methods that are harmful to employees' personal dignity, make unreasonable, unlawful or unfair decisions (Intesa Sanpaolo, 2014).

The Bank protects confidential information as one of the necessary conditions for maintaining its stability and competitiveness. Disclosure of private data may cause damage.

Bank insists that the use of confidential information is possible only in the performance of official duties. Transfer it to any other person, including the colleagues whose work is not associated with its use, is allowed only with the permission of the direct supervisor. Secondly, compliance with the obligation not to disclose confidential information should be performed after the termination of the work in the Bank by employee (in case, if in this respect there are no other agreements between him and the Bank). Also, the disclosure of information to investors and public authorities should be made only in the manner prescribed by applicable law, Articles of Association and internal documents of the Bank. Information must meet all the requirements established by law and regulations of the stock exchanges, and do not contain information that is untrue (US Bank, 2014). Finally, it is required to respect the proprietary data of business partners, including their intellectual property, patent and associated privileges.

In order to ensure a balance of interests and to minimize the adverse effects

arising from the conflict of interests, the Bank undertakes to follow the approved internal policies on prevention and settlement of conflicts of interests, to develop and refine a set of measures aimed at the implementation of such policies (Bank of America, 2014).

Bank's image is an important tool to achieve common goals and objectives and should be used as efficiently as possible. Employee of the Bank regardless of the level, type and mode of communication is polite, friendly, and responsive. Bank employee strictly follows the labor discipline.

Employee of the Bank is obliged to have the business style in clothes appropriate to the image of the Bank. It should not be provocative or sloppy. Failure of the Bank employee in business style of clothes is a violation of labor discipline and may result in disciplinary action.

In relations with external stakeholders (shareholders, state, clients, etc.) the Bank's interests are presented by its employees. Bank in its relations with clients is obliged to act respectfully, honestly, openly, timely and properly perform operations (Wofford College, 2014); to provide services to all persons with whom a business relationship does not create for the Bank the high degree of legal and economic risks, avoiding discrimination on the justification of communal, ethnic, national, linguistic or spiritual individuality, as well as regardless of gender, place of residence, perception of religion, confidence, participation in public organizations, and extra situations (Intesa Sanpaolo, 2014); to ensure compliance with the services provided to national legislation and this Code; to charge a fee for the services provided, in proportion to their volume, quality and complexity; and to ensure the confidentiality and security.

Bank in its relations with shareholders is obliged to guarantee the legitimate rights of the shareholders, despite the amount of shares held by them in accordance with the national laws and on the basis of the principles of corporate governance; and to prevent any infringement of the rights and legitimate interests of the shareholders.

Bank in its relations with business partners is obliged to build relationships on mutual trust, respect and equality, avoiding unwarranted criticism of their activities; strictly follow the principle of compliance with undertaken contractual and other obligations arising from the business relationship or caused by them; and in full, on time and in strict accordance with the law fulfill its obligations (Deutsche Bank, 2014).

Conclusion

## References

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