

Ethics assignment

[Sociology](#), [Ethics](#)



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1. 0 Aims To understand students understand the importance of work ethics in the work place. 2. 0 Objectives 1. Instill strong organizational values. 2. Build an integrity-based organization. 3. Develop ethical behavioral influences. 4. Implement plans and strategies to achieve ethical excellence. 3. 0

Introduction According to Chester Barnard, an organization is a system of consciously coordinated activities or efforts of two or more persons.

His meaning of organization implies formal planning, division, of labor and leadership. On the other hand, Bedeian and Zamnuto see organizations as social entities that are goal directed, deliberately structured activity systems with a permeable boundary. Their meaning of “deliberately structured activity systems” basically means that organizations are structured in a proper way jobs are divided among people to achieve a common goal. According to www.dictionary.com, an organization a social unit of people that is structured and managed to meet a need or to pursue collective goals.

Every organization has a management structure which will divide and break down the roles and tasks of different members. Organizations are also regarded as open systems which affects and also are affected by environment. (dictionary.com, n. d.) In any organization, reputation is very important and ethics plays a vital role in the success of an organization. In short, ethics is the choices which individuals make both in their personal and professional lives which deal with morality such as right versus wrong. Charles D. Little, 2000) Business ethics also refers to ways in an organization

carry out its business according to the accepted moral standards. It is actually a set of moral principles and code of conducts applicable to all businesses which not only relates to the customer itself but to the society as well. It also implies the ways of conducting business in a way which not only benefit oneself but to benefit everyone as a whole. According to Charles D.

Little, organizational business ethics is the application of these morality related choices as influenced and guided by values, standards, rules, principles, and strategies which is related to an organization's activities and business situations. Laura Nash with a Ph. D. from Harvard University further asserts that business ethics deals with choices about what laws should be and whether to follow them, about economics and social issues outside the law, and about the priority of self-interests over the company's interests.

(Laura Nash, 2000) . 0 Questions a) How can employers develop a better work ethics in the workstation? i) Employers should lead by example and practice what they preach. Employers should always lead by example by first doing what they want their employees to do. This is because if the manager himself practices what he preach, it shows how serious he is in leading by example. (Prema Jayabalan, 2013) ii) Reward and praise those who deserve. Simple things like a thank you note or a note of praise will go a long way in showing you appreciation towards the employee.

It will show how the employers appreciate its employees and also that the employers are not those who will take all the credit by themselves. (Prema Jayabalan, 2013) iii) Reprimand those who go against work ethics. If there is anyone in the organization who breaks the rules of a company, action should be taken towards that employee to show how serious the organization is in

dealing with ethical issues. It will also serve as a reminder to others to not go against any ethical code of conducts set by a company. (Prema Jayabalan, 2013) iv) Legal and regulatory compliance.

One way to develop better work ethics in the workstation is through legal and regulatory compliance. Employers should conduct their businesses according to the law in order to hold fast to the values of integrity which will help contribute to a company's good reputation. (John J. Kane, n. d.) v) Be accountable. Employers should also be accountable to whatever they do. The Code of Ethics by the Society of Professional Journalists states that admitting their own mistakes will make employees know that one should owe up to their own mistakes instead of running away from them.

By doing this, employees will know that they would have to owe up to whatever they do and it is not right for them to push the blame to someone else for their own deeds as it is unethical. This practice will greatly help avoid unethical practices in the workstation. (spj, n. d.) vi) Maintain true and accurate records and also proper disposal of records. Employers should always maintain true and accurate records and also the proper disposal of records. Information should not be alter or falsify to mislead the public.

When appropriate, business information should also be destroyed according to the legal requirements in a proper way to protect the privacy of stakeholders such as customers and employees of the company. (John J. Kane, n. d.) vii) Should not practice favoritism. Employers should not practice favoritism in the workplace. They should always treat all employees equally. This to prevent any jealousy by any parties which could cause unethical work practices. A work environment where everyone is treated fair

and just will reduce the chances of unethical behavior because employees will not feel less important or unappreciated. Code of Conduct, n. d.) viii) Do not practice bribes and kickbacks. Bribes and kickbacks should not be practice in the company and should be strictly prohibited. Managers should never accept any bribes or favors from any parties for their own interest. Business arrangements with any outside parties should also be written out in a proper document and be approved by the legal counsel or authority in charged to avoid unhealthy practices in an organization. (John J. Kane, n. d.) ix) Penalties The company should also enforce penalties to those who engage in unethical practices.

Those who engaged in unethical practices should be demoted, laid off or be made responsible for their acts such as paying a fine. This would help prevent others in the organization from engaging in unethical behavior. (John J. Kane, n. d.) x) Establish whistleblower provisions. Employers should also establish whistleblower provisions to protect employees who in good faith report misconducts by any party. This is to avoid retaliation, threats, harassment and discrimination by other employees.

The establishment of this kind of act will encourage more people to speak up and unethical practices in a company can be eliminated. (John J. Kayne, n. d.) xi) Tighten electronic and security requirements. Companies should tighten electronic and security requirements. This is to commit to protecting all aspects of information systems and at the same time make sure that all the organization abides by the policies established. This will help protect private information from being leaked out or stealing of information from other parties.

This could help reduce the number of hackers whose aim is to steal private information. A system to monitor electronic data used in the company should also be implemented so that employees and employers alike could not simply disclose or misuse information for activities that are unlawful and inappropriate. (John J. Kane, n. d.) b) How do we (employers and employees) ensure that positive shared values are practiced and promoted to create an ethics-driven culture in the organization? i) Respect and avoid criticizing your employer.

Employees should communicate effectively with the boss and respect them as their superiors. As times have changed and more employers are more open to suggestions and feedback from employees but it does not mean that the employee could lash out anything at the employer. The employee should always know where to draw the line and never go overboard to criticize them or talk behind their backs. (Prema Jayabalan, 2013) ii) Do not befriend your colleagues for the wrong reasons. Times have changed and people nowadays are getting more busybody.

There is always the office gossip where people want to know what is going on in other people's lives. However, the best way is to always be honest in all your friendships and do not befriend others just to benefit from them. This is because people will always appreciate genuine friendship and befriending someone just to get something from him or her will not leave a good impression about you to others. (Prema Jayabalan, 2013) iii) Avoid comparison. Everyone is unique in their own way, have their own set of talents and skills which is why people are assigned to different roles and tasks.

One should not compare one's work to other people or complain whenever another gets promoted. This is because promotion will come when you deserved it. (Prema Jayabalan, 2013) iv) Do not interfere in other people's affairs. Each and everyone in an organization should respect other's privacy and should never try to interfere in people's private affairs. Do not insist on knowing something if that colleague is reluctant to tell you and do not be too enthusiastic in giving your opinions.

If someone confides in you about his or her problem, one should only listen and give them support which they need instead of tons and tons of advice. (Prema Jayabalan, 2013) v) Do not be a busy-body. One good attitude to be practiced in the workplace is to not stick into other people's affairs. One should instead use the energy to do better in their own work instead of poking into other people's business. By doing this it will create a pleasant environment to work into and people will feel comfortable working with you. (Prema Jayabalan, 2013) vi) Dress professionally.

Both employers and employees should always dress up professionally as the attire will speak for itself and it will reflect well about the company towards an external organization. Therefore, people should always follow the dress code set by a company. (Prema Jayabalan, 2013) vii) Leave personal matters at home. People should not bring their family to work as it may make other employees' uncomfortable. Second, they should also not talk about family matters in the office as not everyone will be interested in their family matters. (Prema Jayabalan, 2013) viii) Respect the contribution by others.

When a colleague is praised or rewarded for his or her good performance, one should not get jealous because it will help to improve the organization and

you yourself will stand to benefit from his or her performance. (Prema Jayabalan, 2013) ix) Take credit only if it is yours and do not brag about it. If you had contributed to the success of something, then you should acknowledge it and should celebrate your achievements. However, if it is other's work, then by all means direct credit to them. Besides, one should also not keep bragging their achievements in the workplace. (Prema Jayabalan, 2013) x) Be informed. One should always themselves about everything which is happening around in an organization. It is not good to not know anything about your company as it will reflect how people look at you as a person. Besides, being updated in an organization will help generate a good impression about you to the employer as it shows that you are competent and relevant to the workplace. (Prema Jayabalan, 2013) xi) Should not share or access any confidential information. Both employers and employees should not access or share any confidential information with anyone.

It is very vital for both employers and employees to protect any information within their records so that each and every person's privacy is respected. Private information should also never be sent over the Internet except through the use of secure methods to prevent the leakage of private information. This practice will ensure that every person's private and personal space is respected. (John J. Kane, n. d.) xii) Never let conflict of interest intersect with work problems. Employers and employees should never let conflict of interest intersect with work problems. They should always put the organization's interest before their own interest.

To prevent conflict of interest from affecting professional judgement, employees are also not encouraged to deal with customers or others who are their close friends or relatives. (John J. Kane, n. d.) xiii) Maintain a professional work environment. Both employers and employees should always maintain a professional work environment. Everyone should be treated fairly with respect, courtesy and consideration and they should not be any biasness in the workplace. This is to maintain a workplace free of any harassment or discrimination to ensure that both employers and employees could work in a positive environment with an ethics-driven cuktore. John J. Kane, n. d.) xiv) Stay free of substances such as drugs and alcohol. Both employers and employees should stay free of substances such as drugs and alcohol. Everyone should report to work free from any abuse of substances to prevent the influence of any drugs or alcohol while working and also to prevent any discomfort to other colleagues. This is also because working under the influence of alcohol and drugs could cause one to not be able to think properly and may cause tantrums which may disturb the peacefulness in the workplace. xv) Give everyone equal treatment.

Employers and employees alike should be given equal treatment meaning that everyone is given equal opportunity. The setting at the workplace should be such that cultural differences are celebrated and does not discriminate by gender, sex, race, colour, or creed. Employment should be based on a merit system related to competence and qualifications of the worker rather than based on a person's gender, race, colour, or creed. (John J. Kane, n. d.) xvi) Be honest and truthful. Employers and employees alike should always be honest and truthful in all their actions.

When everyone in an organization is honest and truthful to each other, they will be a high level of trust among each other and this will lead to higher productivity as it is always easier to work with a trusted person. (Code of Conduct, n. d.) xvii) Practice integrity. Employers and employees should practice integrity at all times. They should be fair and honest in all business dealings and also all other aspects of business so that outsiders such as suppliers, customers and the public will have faith in the organization.

Thus, the reputation of the organization will be uplifted and everyone in the organization will be more motivated to practice ethical behaviour in the company. (Code of Conduct, n. d.) xviii) Be responsible. Employers and employees should also be responsible at work. They should be committed to their work and develop a high sense of accountability as these would make working in an organization more pleasant. (Code of Conduct, n. d.) xix) Practice high citizenship behaviour. Employers and employees should practice high citizenship behaviour meaning that they are patriotic, loyal and highly committed towards their company.

They should always participate in all the matters relating to the progression of the company as this action will benefit and further motivate everyone in the company. (Code of Conduct, n. d.) xx) Care for each other. Employers and employees should be caring towards each other. They should always show compassion and kindness to their colleagues and this must come from the heart. It will make people touch and people will be ready to open up to each other. This practice of openness will help discourage unethical behaviour and it will further stimulate a highly ethical work environment. Code of Conduct, n. d.) 5. 0 Conclusion Ethics is a very important aspect

which must be practice by all companies to ensure their survival and also its reputation. Lack of ethics in a company could easily cause a company's downfall as it loses trust from other parties. Ethics is also important to ensure employees' commitment as an employee will definitely not leave if he or she is treated appropriately. Long serving employees will also contribute to increase investor and customer loyalty and confidence as it is an undeniable fact that everyone loves and honest company who looks after its people well.

Workplace ethics is very important because it enhances teamwork. With teamwork, it will enable employees to work together without any conflicts or prejudice. They will also be better to understand their employer's expectations and could motivate and push each other to excel in a given task. This will also make working easier as they is a high level of trust, sincerity and partnership in the organization. (Prema Jayabalan, 2013) It is also important as every employee will want to feel secure in a job. This will make employees more motivated to go to work as they know that they will not lose their job if they were not given valid reasons.

Thus, employee productivity will be higher as they will feel appreciated and will not be harassed by other workers. (Prema Jayabalan, 2013) Workplace ethics are also important as it helps protect the company's privacy as well as property. Organizations where all employees strictly adhere to the code of ethics need not fear any leaking out of company's information, truancy, taking false sick leave and other disciplinary and ethical issues. From then employer's viewpoint, they should always treat their workers with respect and reward those who deserve. (Prema Jayabalan, 2013) Ethics is also very

important in maintaining a company's reputation because the society at large will always admire and look up to a company which is ethical. This is because it shows that the organization is sincere and genuine in conducting their business and this will help attract more people towards the organization. (Prema Jayabalan, 2013) 6. 0 References Prema Jayabalan (2013), Workplace ethics: Ensuring harmony in the office [online] Available from : http://mystarjob.com/articles/story.aspx?file=%2F2013%2F2%2F2%2Fmystarjob_careerguide%2F12606844&sec=mystarjob_careerguide (Accessed on 27th February 2013) John J.

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