

## Chapter 3 Workplace Ethics

Meaning: (1) Workplace ethics means applying your moral values at the workplace at the time of taking decision. Workplace depend upon both Employer and employee.

(2) Workplace ethics is required because in the absence of it following problems could arise.

- (a) Frauds
- (b) False advertisement
- (c) Accepting and promoting bribe

3- In order to assure workplace ethics a business should create a proper work environment

★ Factors ~~following~~ influencing ethical behaviour in the workplace, following are some of the factors due to which employee may or may not behave ethically:-

- 1- Individual moral Standards.
- 2- Influence of Managers and Co-workers
- 3- Opportunity to engage in misconduct.



## 1- Individual moral standard

A person having good moral standards is bound to behave ethically whereas a person having weak moral standards shall behave unethically.

## 2- Influence of Managers and Co-workers

It is said that influence of colleagues (seniors and juniors) have an important role in determining the ethics of individual. It means if all these colleagues, seniors and juniors are behaving ethically then a new person because of the influence of these person shall also behave ~~un~~ethically and vice-versa.

## 3- Opportunity to engage in misconduct:-

Sometimes the Employer himself provide an opportunity to the employee to behave unethically.

Eg. By ignoring his small unethical ~~will~~ <sup>misdeed</sup>.

## ★ Employment Discrimination

To discriminate means to distinguish one person ~~of~~ from another person because of.

gender

age

culture

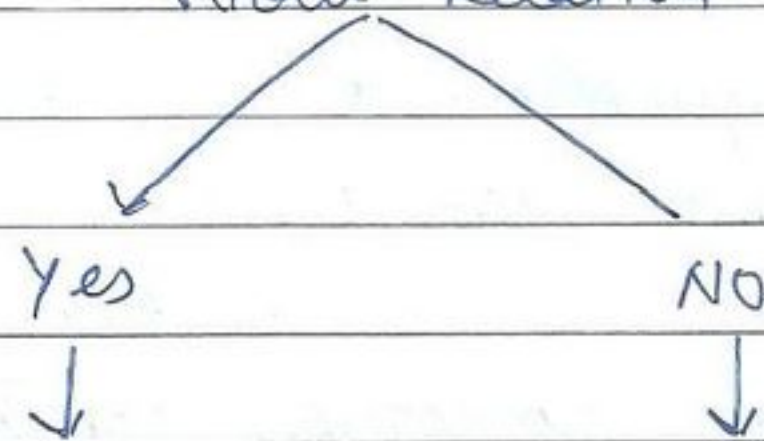


- religion
- Education etc which is not relevant to the job they perform.

### Difference create Step

Step 1 - find out the reason

Step 2 - Work Relation



No discrimination

Yes discrimination

2. It is a form of injustice with the remaining persons.

3- Discrimination has following affects:

(a) Loss of the establishment :- By discrimination establishment ~~loses~~ <sup>loses</sup> some quality, high caliber persons.

Eg. Kuran bedi

(b) Loss to the employee :- It also causes loss to the employee sometimes in the form of promotion, good pay or services.

(c) Loss to same class of employees :- discrimination will not result in



loss to any particular employee rather it will result in loss to the entire class of that employee.

### ★ Recognised Employment Discrimination Practices / Common Practices

- 1- Recruitment practices.
- 2- Selection practices
- 3- Condition of service
- 4- Promotion
- 5- Dismissal

★ Harassment :- (i) Harassment / torture / is tormenting the employees by constant ~~interference~~ or ~~intimidation~~.  
interference or intimidation.

(ii) It create a hostile, offensive (against law) work environment where employer makes unjust ~~misuse~~ misuse of his powers.

(iii) Harassment can be both mental and physical, causes psychological harm to employees as well as his freedom and dignity.

(iv) In order to achieve workplace ethics, employer must maintain a fair work atmosphere free of harassment.



## ★ Guidelines for managing ethics at workplace:

1- Integrated ethics management :- management while designing its policies must incorporate ethical values. it means that management policies should be achieved keeping in minds the ethics.

(Eg) If management wants to increase its profits or reduce its cost then it does not means that it starts adulteration.

2- Pro-active role :- (warning giving to the employee in advance).

Management should play a pro-active role and warn the employee's that unethical behaviour will not be tolerated. This way management doesn't provide any opportunity to them to misbehave.

3- Education and training : Employer give a good education and training to their employees.

4- Atmosphere of trust : Management should create an atmosphere where employee should be motivated to report unethical behaviour. Proper



trust should be created with them that if they report violation their name shall not be disclosed.

Eg. By putting a complaint box in the canteen or at reception where employees can report without disclosing their names.

5- Group decision making - while taking the decision ~~right~~ workplace ethics management ~~ma~~ should also involve employees / trade unions Both of them should jointly discuss & only then frame a policy write workplace.

Eg. while setting the production targets, working hours, overtime management should involve trade union in this.

Ombudsperson

6- Ombudsperson (Middle Man) (Mutual favor)

proper Ombudsperson should be appointed to look after the complaints of Employee/ employer.

Integrated ethics management

