

Policy Statement on  
**Ethics**

## **PART ONE INTRODUCTION**

This Policy Statement contains policies applicable to all employees of \_\_\_\_\_ . Our reputation for integrity is vital. Ethical behavior must be hallmarks of the way \_\_\_\_\_ operates.

The aim of an organizational ethics program is a matter of managing values and conflict. Some people think that Codes Of Ethics are rather superfluous because they represent values to which everyone should naturally aspire. People well versed in managing organizations realize that good people are capable of bad actions, particularly when stressed or confused. Stress or confusion are not excuses for unethical actions, they are reasons. Managing ethics in the workplace takes all of us working together to help each other remain ethical and to work through confusing and stressful ethical dilemmas.

Ethics has much to do with the day-to-day realities of running a business or organization. It is not philosophical or religious. It is a management discipline with a programmatic approach that includes several practical tools. One such tool is this *Policy Statement On Ethics* for identifying and prioritizing values to guide behaviors in our organization, and establishing associated policies and procedures to ensure those behaviors are conducted.

### **BENEFITS OF MANAGING ETHICS IN THE WORKPLACE**

1. Ethics programs demand that businesses place high value on equal rights.
2. Ethics programs sensitize staff to how they want to act – consistently.
3. Ethics programs cultivate strong teamwork and productivity.
4. Ethics programs ensure fair treatment of employees.
5. Ethics programs are useful in aligning behaviors with company values.
6. Ethics programs promote a strong public image.
7. Ethics programs legitimize managerial actions.
8. Ethics programs improve trust among employees and employers.
9. Ethics programs cultivate sensitivity to the company's messages.
10. Ethics programs are the right thing to do.

## **PART TWO POLICY STATEMENT ON ETHICS**

### **Honesty**

In general high personal standards are required by all employees and volunteers. You must have initiative to research an honest answer or in other ways demonstrate responsibility to avoid misunderstandings. Never take advantage of others' mistakes or oversights. Provide honest and informed information for projects to enable managers to make effective decisions.

### **Fairness**

Do not jump to conclusions. Actively listen and fully understand what is being conveyed. Express your ideas clearly, verbally and in writing. Place a high value on communication and actively share information. Behave in a way that will achieve the best outcome. Take full responsibility for your tasks and for achieving quality results within established deadlines. Respond to requests, keep promises, and do your fair share of the work as a team.

### **Harmony**

Put stressful experiences into perspective and do not dwell on them. It is inappropriate to make demands, form cliques, or criticize colleagues. Understand and cooperate with company structure, guidelines, and methods. Be optimistic, positive and supportive. Have an accurate view of your own professional image and the impact of your behavior on the performance of others.

### **Respect**

Provide decision makers with conclusive, concise and timely information. Accept changes that invariably occur with growth and time. When solutions for difficulties are sought in meetings realize it will provoke many opinions of a single issue. Do not directly or indirectly reveal internal discord. Rather, generate approval of management and acceptance of solutions. Respect others and yourself by doing your part and taking pride in that.

### **Morality**

Immorality will not be tolerated. Our computers will be inspected periodically to insure employees are not viewing immoral material. It is imperative passwords are used to protect yourself from false accusations. Vulgarities, obscenities, threats, and sexually, racially, or otherwise offensive matter in documents or e-mail are strictly prohibited.

## **Integrity**

Use your time conscientiously. Playing on the internet, any personal tasks on the computer or other personal time is seriously discouraged. Be frugal with office supplies and funds. Examine your efforts to see how they impact costs and what you can do to make a positive difference. Persevere in the face of obstacles. Manage competing tasks and assignments by identifying, prioritizing and organizing to achieve results.

## **Values**

Show a strong sense of responsibility for your position. Demonstrate a professional image. Focus on adding value to the work of your department or team. Understand how one's own actions and those of others impact our office.

## **Excellence**

Master new technologies necessary to carry out work in the best way possible. Have a positive orientation toward learning, growth and change. Take initiative to find out what's required to achieve success for your tasks. Establish trust and credibility among your fellow employees. Seek challenging assignments to contribute to the success of our office.

# **PART THREE ACTION WILL BE TAKEN**

## **THE OMBUDSMAN**

An Ombudsman is a person who is charged with representing the interests of individuals by investigating complaints and addressing them. It is a weighty position originally existing in governments and now in corporations. Ethical dilemmas faced by managers in the workplace can be highly complex. Should it become necessary our office will appoint an Ombudsman for situations that call for special attention. Complaints will be evaluated, and handled in compliance with our Policy On Ethics.