



ETHICAL AND UNETHICAL CONDUCT IN WORK PLACES

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THIS HANDBOOK OR MIND SETTING PROGRAMME WILL BE IN FOUR FOLDS SUCH AS FOLLOWING:

- 1. INTRODUCTION AND LIST OF ETHICAL CONDUCT IN WORK PLACES**
- 2. UNETHICAL CONDUCT IN WORK PLACES**
- 3. HOW TO SOLVE ON UNETHICAL CONDUCT IN PLACE OF WORK**
- 4. MANAGEMENT/EMPLOYERS UNETHICAL BEHAVIORS**



INTRODUCTION

Workplace ethics are a dynamic set of values that vary with people and their definition of a workplace.

Either work from home or commute to work everyday, an ethical rules must be set up to build a successful career, association or organization..

It will increase productivity and uphold integrity while setting a penalty for workers who default workplace ethics.

It may be form of general statement of 'core values' which define the professional role of the each professional or Organization.

A code of Ethics is set out to broaden high-level principles such as Integrity, Accountability, Responsibility, Trustworthiness, etc.



WHAT IS WORKPLACE ETHICS?

- **Workplace ethics are the set of values, moral principles, and standards that need to be followed by both employers and employees in the workplace. It is the set of rules and regulations that need to be followed by all staff in the workplace.**
- **These ethics are implemented by employers to foster both employee-employer relationship and employee-customer relationships or professional ethical conduct set to guide members towards good ethics.**



WORKPLACE ETHICS HAND BOOKS

- **Ethical hand book is always available in form of the following:**
 - ✓ **Federal/ State Civil Service Rules,**
 - ✓ **Code of Conduct,**
 - ✓ **Circulars,**
 - ✓ **Financial Regulations,**
 - ✓ **Professional Code of Ethical Conducts**
 - ✓ **Employee's Handbook,**
 - ✓ **Agreement and Contract, etc.**
- **They are Regulations to guide daily ethical conducts and behavioral pattern of workers;**
- **Examples of ethical behaviors in the workplace includes; obeying the company's rules and regulations, effective communication, taking responsibility, accountability, professionalism, trust and mutual respect for colleagues at work etc.**



1) ETHICAL CONDUCT IN WORKPLACE

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Obey the Organization Rules & Regulation

- It is important for every employee to fill, sign and comply with an organization contract agreement which may include company rules, regulations and agreement form.
- Also, the employee may be given a handbook that may serve as a guide.
- Some common rules are indecent dressing, and offensive languages, etc.
- Develop a growth mind set to enhance your ethical value in your place of work



DEVELOP A GROWTH MIND SET TOWARDS ETHICAL VALUES NOT A FIXED MINDSET

A growth mindset is essential for nurturing innovation and willingness to take risks at the any level. Their ethical values for the organization increases and enhances productivity unlike employee with fixed mind set

GROWTH MINDSET	FIXED MINDSET
Is Freedom	Is Limiting
Persevere in the face of failures	Avoid challenges Give up easily
Effort is required to build new skills	Threatened by others success
Find inspiration in others success	Desire to look smart
Embrace challenges	Effort is fruitless
Accept criticism	Ignore feedback
Desire to learn	Fixed abilities
Build abilities	



When you approach life with a **growth mindset**, you understand abilities can be developed.

EFFECTIVE COMMUNICATION

Effective communication is very important to ensure the adequate interpretations of goal and objectives of an organisation as well as to improve employee's working relationship it also ensure compliance work laid down rules and regulations Communication could be through different modes



ADVANTAGES OF EFFECTIVE COMMUNICATION SYSTEM IN PLACES OF WORK



- 1. Mitigated conflict**
- 2. Increased employee engagement**
- 3. Improved productivity**
- 4. Improved client relations.**
- 5. Boosted employee job satisfaction**
- 6. Increased innovation**
- 7. Strengthened team building**
- 8. Improved public impression**

DEVELOP PROFESSIONAL RELATIONSHIPS

- **Good professional relationships fosters teamwork among employees,**
- **help with individual career development.**
- **Developing professional relationships with coworkers or other professionals outside the workplace**
- **directly or indirectly improve productivity.**
- **Professional relationships between low-level and high-level employees is good for ideas and knowledge sharing;**
- **A town Planner need to build external professional relationships with professionals from other organizations—especially those who interface with other MDAs and Public. This will foster working relationship and enhance growth and development.**



TAKE RESPONSIBILITY



- **It is important for every employee to always take responsibility for decisions made individually or jointly as a team within the ambit of the guiding regulations, professional acumen and employee should be able to justify each action taken .**
- **Understandably, employees may want to save their job and are therefore scared of taking responsibility for a particular event. However, they shouldn't let this fear take them out of the team.**

PROFESSIONALISM/STANDARDS

- **To ensure professional standards are employed in every means of our operations in places of work**
- **This should include the kind of work we deliver, the way we speak, our relationship with our coworkers, public as a whole and the way we dress because we will be addressed the way we dress**
- **It is important to always present our assignments smartly**



BE ACCOUNTABLE AND UPHOLD TRUST



- **Accountability is also a very good trait of a good Town Planner. One of the things that may short change a talented and responsible Town Planner is the lack of accountability, credibility and integrity**
- **Lack of accountability may result in your boss thinking you have an "I don't care attitude" to the organisation's project or worse still take you for a liar.**
- **Your boss or employee should always trust you to get work done perfectly and on time.**

RESPECT YOUR COLLEAGUES

- All employee either junior, senior or Janitor deserves respect;
- A manager, who treats his or her team members with respect will help improve productivity.
- Giving constructive criticism and saying kind words to them even when they are not able to deliver perfectly will help them strive to do better in the future.



WORK SMARTER



- **Don't just work hard, work smart,**
- **Enhance yourself with the right knowledge to deliver smartly.**
- **Be ICT and GIS compliant to deliver good jobs.**



CHARACTERISTICS OF AN OUTSTANDING EMPLOYEE

A Town Planner need to imbibe the following practices in his or her deals in place of work

- ✓ **Reliability**
- ✓ **Dedication**
- ✓ **Discipline**
- ✓ **Productivity**
- ✓ **Cooperation**
- ✓ **Integrity**
- ✓ **Responsibility**
- ✓ **Professionalism**



THANK YOU FOR YOUR
ATTENTION



TO BE CONTINUED