

SERIES 2) UNETHICAL CONDUCT IN WORKPLACE



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THIS HANDBOOK OR MIND SETTING PROGRAMME IS FOUR FOLDS SUCH AS FOLLOWING:

SERIES 1-INTRODUCTION AND LIST OF ETHICAL CONDUCT IN WORK PLACES.....PREPARED AND POSTED SINCE 13TH FEBRUARY, 2022 AND 21ST MAY 2022

SERIES 2-UNETHICAL CONDUCT IN WORK PLACES NOW POSTED;

SERIES 3-HOW TO SOLVE ON UNETHICAL CONDUCT IN WORK PLACE-AWAITING

SERIES 4-MANAGEMENT/EMPLOYERS UNETHICAL BEHAVIORS AWAITING



INTRODUCTION

- **Unethical behaviour is any action that is aimed at taking advantage of another without their knowledge or consent.**
- **Unethical Conduct in workplace is any act that is not in compliance with the prevailing moral norms of a Place of Work.**
- **It can also be defined as any act of an individual or an organization that takes advantage of another without their knowledge**
- **This can be intentional or unintentional**

LYING

- **Lying is a trait that is detested in and outside the workplace. It kills trust, affects relationships and may even put people in trouble.**
- **There are different situations where employees lie in the workplace—with just one lie opening the floor for many lies to follow. Be truthful in all your dealings.**



TAKING CREDIT FOR OTHERS HARD WORK



THERE ARE TWO
KINDS OF PEOPLE:
THOSE WHO DO THE WORK,
AND THOSE WHO TAKE
CREDIT FOR IT.

- It is very common for some managers to take credit for their team member's hard work when reporting to the management.
- A team member may have brought an idea that helped to improve in delivery of assignment, it is not proper for the manager not to mention the team member's when making reporting to the management team.

- Try to reduce the use of "I", but embrace the use of " We". By taking credit for another person's work, you will be denying the person a promotion, bonus or commendation for a job well done.
- This will discourage the person from sharing ideas that will benefit the company in the future.



VERBAL HARASSMENT/ABUSE/ VIOLENCE

A Town Planner must always be professional and more comport when addressing issues at any time.

A Town Planner need to stay away from using foul language on coworkers and Customers in and out of the workplace..

Customers are known to get angry and may result in verbal abuse due to bad service.



When you insult, intimidate or bully your co-workers you are trying to cage such worker



THEFT/EMBEZZLEMENT



- **This is a serious misconduct under civil service and professional ethical conduct. A town Planner must always guide against this kind of act.**
- **This act is a serious offence in any organization because employees who steal, embezzled or divert government fund to personal account act at the detriment of his or her career and such is liable to serous punishment .**

SAYING **NO** TO SEXUAL MISCONDUCT

Sexual harassment is an offense that is not limited to the workplace alone. An employee accused of sexual harassment will not only face consequences in the workplace but also tried at a court of law. Both men and woman should say no to this act



CORRUPT PRACTICES

Corruption in places of work is also a serious misconduct, a Town Planner should guide against this act. Avoid sharp practices in all sense of operations.





HAND BOOKS TO CURTAIL UNETHICAL BEHAVIOUR IN WORK PLACE

- **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;**