

The Work Place Ethics, its Importance, Key Factors, and Remedies for Un-Ethical Work Behaviour

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Abstract – The article will allow you to learn the basic structure of ethics at work life the areas where we get hampering of work life ethics and its corrective suggestions. The study is purely for my doctoral award purpose only.

Keywords – Organisation Behaviour, Work life, Ethical behaviour, UN-ethical behaviour, Corporate moral codes, Human Resource Management.

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I. INTRODUCTION

Ethics are the collection of various beliefs and culture which lead the individual and group of people to build a systematic living.

These ethics are important in all stages of life while living in social environment which is common for all. Although ethics are similar to each and everyone but each organisation and society having their own ethics. The overall human life divided into 4 major parts like school life, college life, employment life, retired or old age life. In all life periods having an ethical behaviour and it will reflect their behaviour outcomes.

In our article we are going to discuss about the ethical behaviour at workplace which is also known as professional way of performing work as per company norms and rules.



Need of Study:

Ethical Behaviour at workplace will help the employer and employee a to maintain a cordial relationship. Good and Bad are everywhere one should know how to choose the right way to conduct any business. In this scenario the concept of Ethical Behaviour at Workplace emerged and streamline the business relationship among the various stake holders. Work Ethics are the combination of various Behavioural and Administrative rules of company which we can also called as SOP's.

Based on the nature of business and client requirements SOP's are made and absorbed. While conducting business these SOP's are well inculcated in tasks by joining in organisation one should accept and apply these ethics as a routine in work life.

The study of Work Ethics will give us results of various Ethical work norms, procedures, and deviation of ethics and how to bridge gap between non-ethical and ethical work life behaviour.

Because the work can do in number of ways but the only qualitative and respectable working way is only ethical way. Ethical way of work is the foundation of success to any company the result or process may be late but it will be image of any company. Firm may be small, medium or large but their ethical work will define their image in this marketing world. that's why we need to study the Ethical Behaviour at Work life.

Ingredients of the Ethical Behaviour at Work Life.

Responsiveness: be timely, be responsive, be used by management and show results

Non- punitiveness: be anonymous and be free of retaliation – managers and employees must be protected

Accessibility: be easy to use, widely promoted, accessible to all employees

Correctness: be well-administered and include follow-up to complaints

Elegance: be easily understood, applicable to the entire organization and all employees and effectively diagnose issues

The combination of above 5 elements will define the organisation ethical behaviour which gives to competitive advantages in their business streams.

Places where employees tamper the Companies moral codes (Ethical Behaviour at Work place)

Attendance: Respecting the Shift / Log in timings and if any relaxation requires approach the competent person for late permission or early leave from office will leads to systematic way of office culture. Employees in sometimes tamper this system by willingly coming late and making unethical reasons to avoid the misconduct terms.



Digital communication: Digital means Mailing to the stake holders like, Superiors, Peers, Subordinates, Vendors and mainly Clients / Customers. The wordings and grammar which uses in this task will reflect the employee perspective towards the matter which he/she wants to convey. If any mis-appropriated contents used in this communication it can reflect the entire channel of communication those who are became loop in it.

Oral communication: The same way in digital, oral communication also reflects business ethics of concerned employees. Usage of vocabulary and pronunciation in oral communication will highly impact the business especially BPO / KPO firms while communicating the customers, clients and other colleagues must be professional way and usage of correct words are utmost important.

Business Secrecy: Secrecy is the main heart of any firm related to their processes or formulas. Each and every employee of that particular firm should maintain the secrecy as a top priority and maintain their business as a pioneer in that stream. Pledge on maintaining the official secrecy is the part of all employees at the time joining.

Subordination: Superior and subordinate relations are the key aspects of any organisation one should obey the superior order in strategic way to complete any tasks in a same way superior also need to behave like a mentor but not like an autocratic leader to maintain the scalar chain of command in a healthy way. In-subordination is treated as a major miss conduct in some organisations like, defence, police and security firms now a day's Indian apex court also highlighted this issue.

Group Talks and Meetings: In a regular concern companies conducting group talks and meetings with clients, customers, colleagues to study the business plans and feedback the attitude towards this meetings and communications will reflect the companies' culture. Maximum top selected personnel will become spokes persons for this type of gatherings. Those are the best in attitude, behaviour, knowledge toward subject to speak and best in communications.

Appearance and attitude: among all the above appearance and attitude of employee will reflect their work behaviour and attitude towards companies' moral codes. Each and every organisation have its own uniform or some dress codes to their various grades of employees like, True formal apparel for executive class, basic formal for project related staff like jeans trousers and casual shirts for construction site executives, Khaki or some other dress codes for shopfloor workmen. Dress sense of employee will reflect the respect towards work or organisation.

These are the main noticeable reflections of Ethical Behaviour at Workplace.



Common work ethics at workplace in any organisation.

Below 5 points are common work ethics using in any organisation of nurturing their employees

Discipline: Towards work and Organisation vision.

Good spirit of Conduct: Self conduct and self-cohesiveness.

Honesty: Among each individual in organisation and tasks to be completed.

Respect and Fair play: Be respectable with giving respect to others and be fair in judgements and decisions.

Accountability: Be spokesperson of your actions rather than a copywriter.

Conclusion and ways how to improve the Ethical behaviour at Workplace



I would like to conclude this article with Five ways to improve the Ethical Behaviour at Workplace.

1st: Transparency towards policies and procedures which reflect the employees work life balances.

2nd: Maintain the appropriate channel of communication system in organisation

3rd: Give some liberty to employees towards discuss the loopholes with their superiors for enhancing the relations among them.

4th: Continues improvements towards feedback policies for better understanding of corporate culture and its inequalities.

5th: Discuss with Group of employees before enabling any new changes in the SOP's that are need to discussed with employees before actual practice.

Above the 5 ways are useful to create a better ethical behaviour among employees in any organisation. And there are many ways to improve the ethical behaviour at workplace like conducting family get togethers, employee rewarding system for behaviour along with productivity hikes. And third-party behavioural study and reports are also help full to fulfil the gaps between ethical behaviour and un-ethical behaviour.

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