Code of ethics notes

Code of Ethics for Administrators

Bianca, Audra. (n.d.). Code of Ethics for Administrators. Small Business - Chron.com. Retrieved from <http://smallbusiness.chron.com/code-ethics-administrators-41901.html>

Nature of a Code of Ethics

A well-written code defines morals, personal qualities, rules and behaviors that everyone must follow. In some states such as Florida, a code of ethics is written into the law. Violations of a government-defined code of ethics might be enforced by a regulatory agency or the courts. An example is a state code of ethics for administrators in the public K-12 school system.

Scope

Look to a code of ethics to point out your most important clients, such as schoolchildren and their best interests, and how you must balance their needs with others' needs.

Administrator Values

When working in a private business, your values must not only follow the code. Your values must support the company brand. Otherwise, what you represent is bad for business.

Administrator Behaviors

Overall, your behaviors must set you apart as an example for others. Most importantly, your actions must show that you believe in a code of ethics and are a true representative of your profession.

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What Are the Key Components of a Code of Ethics in Business?

by Kimberlee Leonard; Updated June 29, 2018

Leonard, Kimberlee. (2018, June 29). What Are the Key Components of a Code of Ethics in Business? Small Business - Chron.com. Retrieved from <http://smallbusiness.chron.com/key-components-code-ethics-business-244.html>

Your business code of ethics, also commonly referred to as a code of conduct, is the set of rules you determine to establish both the legal and moral character of your company. When writing your company's code of ethics, look at both the legal, compliance and value-based components that are important in defining and running your company successfully.

Legal Issues

state that all employees are expected to respect the law and perform their duties lawfully.

Compliance and Regulations

Compliance and regulation is another aspect of legal requirements that some industries must follow. Failure to do so results in fines, penalties, and potential legal action against the company, its leaders, and the employee breaking the rules. Your company's code of ethics should clearly state that all industry compliance and regulatory rules must be followed.

Value-Based Components

the code of ethics usually includes the six universal moral values that state you expect employees to be trustworthy, respectful, responsible, fair, caring and good citizens. You can also include values such as celebrating diversity, using green standards in the workplace, or dress codes.

Violation of the Code of Ethics

The disciplinary actions should be fair and justifiable for the violation, meaning you wouldn't treat stealing the same as you would for not wearing the company shirt to a client's house.

What are the Sources of an Organization's Code of Ethics?

by Osmond Vitez

Vitez, Osmond. (n.d.). What are the Sources of an Organization's Code of Ethics? Small Business - Chron.com. Retrieved from <http://smallbusiness.chron.com/sources-organizations-code-ethics-749.html>

A business code of ethics is a series of established principles an organization uses when operating in business or society. Using a code of ethics in business attempts to create a basic understanding of acceptable ethical behavior to be used when handling situations involving the company, government agencies and the general public.

Business Owner

A main source for an organizational code of ethics is the business owner. A business owner may also develop an ethical code based on his personal or religious beliefs regarding how individuals and organizations should operate in business or society.

Organizational Mission

Companies may use an organizational mission statement to create their code of ethics. This source of business ethics allows organizations to create a lasting ethical code that may be present in the company for years to come. An organizational mission statement coupled with a business code of ethics may also be used as a training tool for new employees hired by the company.

Society or Culture

An organizational code of ethics may be created based on the current societal or cultural beliefs of the country in which the company is based.

Professional & Ethical Behavior in the Workplace

by Kimberlee Leonard; Updated October 25, 2018

Leonard, Kimberlee. (2018, October 25). Professional & Ethical Behavior in the Workplace. Small Business - Chron.com. Retrieved from <http://smallbusiness.chron.com/professional-ethical-behavior-workplace-10026.html>

ethical behavior is the legal and moral code guiding employee behavior. Being a professional requires more than wearing a nice suit. It requires ethical behavior that drives interactions with other employees, customers and leadership. It also guides how someone performs her job. Ethical behavior guides whether someone will perform minor infractions if she feels no one is watching. Business leaders need to set clear guidelines for ethical behavior in the workplace and to consistently train employees on working according to those expectations.

Define Ethical Behavior

Professionalism and ethics in the workplace are the guiding principles that an individual or the company has established.

Importance of Ethical Behavior

Ethical behavior in the workplace is important for many reasons. People and customers feel safe when working with a company if they know people are following morally sound guidelines. It builds the reputation of the business and doing "clean business" or keeping "customers as a priority."

Examples of Professional Behavior

Most trustworthy and ethical behavior starts with money management. You want people in the organization who handle money and financial transactions to do so ethically. Ethical communication in the workplace is another area that staff needs to be clearly trained on. Ethics extends beyond issues of right or wrong. A conscientious employee is concerned about doing his job to the best of his ability. Employees who have high ethical standards are proactive to help solve problems with co-workers or customers. They don't pass the buck or point fingers at others; they take responsibility. Although these traits are not wholly indicative of someone's ethics, they do serve as baseline indicators for employers.