

Code of Conduct Unit 1.doc

by Johnnie Williams

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Code of Conduct

Johnnie Williams

Belhaven University

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Code of Conduct

My Code of Conduct

My code of conduct is based on a religious perspective and the existence of a Supreme Being who wants us to treat each other with dignity and respect. Below are my codes of conduct based on this worldview.

1. Be Inclusive

I welcome and support individuals from all ethnicities and identities. These encompass but not limited to members of any gender, sexual orientation, expression, education, and class.

2. Be Considerate

I depend on others to be the best that I can be. My best work has been through factoring how my decisions may affect other people and colleagues; I factor in all the intended or probable consequences.

3. Be Respectful

It is impossible to agree on everything at all times. However, disagreement is not an excuse to disrespect others. While I may be frustrated from time to time, I cannot allow the frustration to lead to personal attacks. I purpose to create an environment where people feel comfortable, creative, and productive.

4. Don't Harass

If someone tells me to stop something, I will consider his point of and try to understand why he is saying so. While differences in opinions might be inevitable, the most important thing is to resolve the disagreements constructively.

5. Choose your words carefully

I believe that one should always conduct themselves professionally. These involve being kind to each other, not insulting, or putting others down. To me, harassment and

exclusionary behavior are not acceptable. Therefore, one should always desist from personal insults, unwelcomed sexual harassment, insubordination, and discriminatory jokes and language.

6. Focus on your strengths

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I believe that human beings can find strength in diversity. Varied people have diverse viewpoints on issues. Having the ability to comprehend why they hold a different perspective does not mean that one is wrong. It only means that we are willing to change our view and consider others. We need not forget that we all make mistakes; therefore, blaming others does not aid in solving issues. Instead, I focus on solving issues and learning from mistakes.

5 Organization Code of Conduct

The organization's code of ethics is based on five principles; respect for others, integrity, justice, teamwork and collaboration, competence and accountability, and lawfulness. They are based on company mission and vision and assists in clarifying the company's values and principles (Ethics and Compliance Initiative, 2020). It also guides employees on what should be done and what the company stands for.

Respect for others

Each employee must interact with each other respectfully. It is company policy to be kind and polite to clients. Employees' privacy and opinions must be considered. Moreover, any type of violence is not allowed and will lead to immediate termination (Pilot, 2008). As an employee, one is not permitted to harass or victimizes other people.

Integrity and Honesty

It is very important to always factor in the organization's mission. We all work to attain particular outcomes. Employees' behavior should contribute to company goals. All

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employees should be honest and transparent when carrying out company transactions or business. The company does not tolerate petty conduct and malicious.

2 Conflict of Interest

Conflict of interest happens when a particular subject leads to actions, activities, and relations that undermine the organization. This entails instances of using one's authority for personal gain. Therefore, employees found to have engaged in involuntary activities will be punished. However, they will be allowed to rectify.

Justice

The company is against exploitation or discrimination of any kind. We provide equal opportunity and make decisions that positively affect other people. All decisions made by employees will be justified using written records. When exercising authority or conducting company business, we will not discriminate against clients. Customers will be treated with transparency and respect.

Lawfulness

The company is obliged to follow all the regulations that apply to the corporation. All contracts, clauses, and disclaimers will follow all laws and legal counsel. The company will also adhere to confidentiality and data protection policy. The company will not share or expose client information (Pilot, 2008). Additionally, if the company is not sure of the contemplated action, law, or company policy, we seek advice from a resource expert.

Accountability

The company is responsible for knowing and adhering to the values and standards set in this code, and for raising questions in the event, one is not sure about company policy (Norwegian Ministry of Foreign Affairs, 2016). If one is concerned that company policies are being violated, they should inform the Human Resources Department. Integral to our organization is the protection of confidential company information and non-public data.

References

- Ethics and Compliance Initiative. (2020). ⁴ *Code of Conduct*. Retrieved from <https://www.ethics.org/resources/free-toolkit/code-of-conduct/>
- Norwegian Ministry of Foreign Affairs. (2016). ² *Sample code of conduct for small and medium enterprises*. Retrieved from <https://www.undp.org/content/dam/moldova/docs/Publications/Sample%20Code%20of%20Conduct%20for%20Small%20and%20Medium%20Enterprises.pdf>
- Pilot. (2008). *Code of ethics and business conduct*. Retrieved from <https://pilotpen.us/images/custom/CodeofEthics.pdf>

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