



ETHICS IN A WORKPLACE

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ETHICS IN A WORKPLACE

- **Guide to Help Professionals (employees & employers) honestly and with Integrity.**
- **Ethical Principles are based on the Organization's core values, and the standards to which professionals are held.**
- **Business ethics guide a business's operations.**
- **Common Issues that fall under the umbrella of business ethics include employer-employee relations, discrimination, environmental issues, bribery and social responsibility.**

EXAMPLES OF PROFESSIONAL BODIES FOR PROFESSIONALS

- Engineers – Engineering Institution of Zambia.
- Accountants - Zambia Institute of Chartered Accountants.
- HR Professionals - Zambia Institute of Human Resources Management.
- Procurement - Chartered Institute of Purchasing and Supply





ETHICS

ACCOUNTABILITY

TYPES OF ETHICS

INTEGRITY

VALUES



COMPLIANCE-BASED CODE OF ETHICS

- All business's are regulated by laws, laws regulate issues such as employment, safety standards etc.
- Compliance Based Codes of ethics not only set guidelines for conduct but determine penalties for violations.
- Authorized Deductions such as taxation (PAYE), Social Security (Napsa), or Medical
- Scheme to which an employee and employer by law are required to contribute.



VALUE-BASED ETHICS

- **Addresses a Company's core value system.**
- **The also outline standards of responsible conduct as they relate to the larger public good and the environment.**
- **Value-Based Ethics Codes require a greater degree of self-regulation than compliance-based codes. E.g. A company's commitment to health and safety regulations above financial gain.**

CODE OF ETHICS AMONG PROFESSIONALS

- All Professional's in a workplace are registered with different professional bodies.
- Professional's are bound by a code of ethics per profession.
- This is a legal requirement and it requires them to act in the best interest of their employers and employees.



KEY TAKEAWAYS

- A code of ethics is a guide of principles designed to help professionals conduct business honestly and with integrity.
- Breaking the code of ethics can result in termination or dismissal from the organization.
- In some industries specific laws govern business conduct. In Others, a code of ethics may be voluntarily adopted.
- Ethics are at the heart of professionalism, and employees need to demonstrate strong standards of integrity when advising leaders on the people implications of business decisions, in order to create cultures of transparency and trust.



NEGOTIATION SKILLS

- **It is the practical implementation of the particular collective bargaining requirements by the representatives of employers and employees.**
- **Refers to a meeting of the parties in order to resolve a particular issue(s).**
- **It is an explicit and deliberate event.**
- **It is concluded by representatives on behalf of their members/principals.**
- **The outcome is dependent, at least in part, on the perceived relative power relationship between the members/principals.**

THE CONTEXT IN WHICH NEGOTIATIONS OCCURS

Negotiations never take place in isolation, but are also influenced by environmental factors external to the organization, i.e.

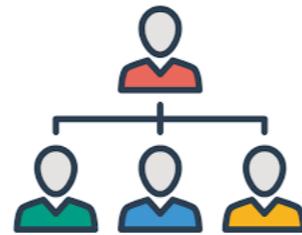
- **Economic developments:** Value of the kwacha, Inflation, cost-of-living
- **Ideological preferences:** socialism vs. capitalism.
- **Social Developments:** class distinctions, problems experienced within particular communities (e.g. insufficient housing, inadequate health care, transport problems, poor education)
- **Political Developments:** The interplay of political forces (both inside & outside a country) will have an effect on economic & social developments (e.g. sanctions, boycotts)
- **Change of governments** all have influences on Labour Relations in the country.

- **Public Policy:** a government by its overall policies and legislation, greatly affects the conduct of the bargaining relationship-change of government.
- **Demographic Changes:** Changes in the composition (e.g. average age, predominant gender, average educational level of the work force, etc), As the workforce becomes younger- less emphasis on personal development and more on personal development.
- **More women entering the market place - more emphasis on women's right, sexual harassment.**
- **Technological Developments:** Affects the work process, as well as employment levels (job security)
- **The effect of the press/media:** The press (as an opinion-medium) could have a detrimental effect and heightening conflict situations by:
 - **Disproportionately emphasizing issues and disputes between the parties**
 - **Misreporting events.**



MANAGEMENT

- **Need to save money**
- **Like to be in control and make all the important decisions.**
- **Close guard information-often as a source of power (financials).**
- **Usually believes that employees don't have the interests of the organization at heart.**
- **May place the interests of the organization, the shareholders & executives above those of workers.**
- **May enjoy work and expect the same enjoyment from employees.**
- **Communicate ineffectively and sometimes don't communicate at all.**



EMPLOYEES

- **Feel they are getting too little.**
- **Continually challenge this management prerogative.**
- **Want to be informed about all issues affecting them.**
- **Equally believe their interests are not important to management.**
- **Want, at the very least, to receive equal consideration.**
- **Often don't enjoy their work because they cannot develop**

EMPLOYEE RELATIONS

- Is the study of the rules, regulations and agreements by which employees are managed both as individuals and a collective group, the priority given to the individual as opposed to the collective relationship.
- No employment relationship occurs in a vacuum and it is important to realize that there is a range of contexts within which it occurs and which, to varying degrees, impinge upon the relationship.
- It has also been suggested that an employee relationship can be perceived as a psychological relationship.

PSYCHOLOGICAL CONTRACT

- **Between the employer and employee there exists an implicit contractual relationship which is derived from a series of assumptions on the part of the employer and employee about the nature of their relationship.**
- **These assumptions may not be legally enforceable but they constitute a set of reciprocal arrangements and form the basis for a series of expectations that may have a considerable degree of moral force.**

THE MAIN ASSUMPTIONS ARE THAT:

- **Employees will be treated fairly and honestly;**
- **The relationship will be characterized by a concern of equity & justice & this will require the communication of sufficient about changes and developments;**
- **Employee loyalty to the employer will be reciprocated with a degree of employment and job security;**
- **Employees' input will be recognized and valued by the employer.**

EMPLOYEES EXPECTATIONS

In addition to a reward package representing the monetary and extrinsic aspect of the relationship employees may have the following expectations:

- **Security of employment**
- **Social relations and sociable atmosphere**
- **Potential advancement**
- **Access to training and development**
- **to be treated as human being rather than as a commodity**

- **Job Satisfaction and empowerment regarding their job**
- **Family-friendly work-life balance conditions of work**
- **Fair and Consistent treatment**
- **Some influence over their day-to-day operations but also at a policy level (often the term “voice” is used in this context)**

EMPLOYERS EXPECTATIONS

They also suggest that, in return for the reward package offered, employers have the following implicit expectations of employees:

- **Functional, task flexibility**
- **Minimum standard of competence**
- **A willingness to change**
- **Ability to work as a member of a team**
- **Commitment to achieving organizational objectives.**
- **Capability to take initiative.**
- **The talent to give discretionary effort.**

THANK YOU

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