



**SAINT JOSEPH INTEGRATED TECHNICAL COLLEGE**



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**IMBANGUKANABIGWI**

**TOP PRACTICAL SKILLS OUR GOAL**

**SECTOR: CONSTRUCTION**

**SUB-SECTOR/TRADE: MASONRY**

**RTQF LEVEL: 5**

**ACADEMIC YEAR: 2020**

**TVET CERTIFICATE V IN MASONRY**

**CODE AND MODULE TITLE: CCMPE 501**

**APPLY PROFESSIONAL ETHICS**

**PREPARED BY:**

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**Kigali on 9<sup>th</sup> January 2020**



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**CCMPE501 PROFESSIONAL ETHICS**

**Competence: Apply professional ethics**

**ELEMENTS OF COMPETENCE AND PERFORMANCE CRITERIA**

<b>ELEMENTS OF COMPETENCE</b>	<b>PERFORMANCE CRITERIA</b>
<b>1. Apply human values</b>	<b>1.1.</b> Adequate valuation of human right. <b>1.2.</b> Adequate promotion of integrity <b>1.3.</b> Convenient valuation of time <b>1.4.</b> Careful variety of moral issues
<b>2. Respect engineering ethics</b>	<b>2.1.</b> Appropriate application of rules and regulations of the work. <b>2.2.</b> Adequate application of credible management of the work. <b>2.3.</b> Adequate team spirit at the work.
<b>3. Apply safety</b>	<b>3.1.</b> Proper risk analysis <b>3.2.</b> Convenient personal safety precautions <b>3.3.</b> Adequate respect of hygienic rules

## **L.U.1: APPLY HUMAN VALUES**

### **1.1: VALUATE HUMAN RIGHT**

#### **How can you define the term "ethics"?**

The term "**Ethics**" may be differently defined as **(1)** moral principles that govern a person's behaviour or the conducting of an activity. **(2)** It is the discipline dealing with what is good and bad and with moral duty and obligation. **(3)** It is also the study of principles relating to the right and wrong conduct.

**(4)** "**Ethics**" means the standards that govern the conduct of a person, especially a member of a profession.

#### **❖ Universal Declaration of Human Rights**

- 1.** When children are born, they are free and each should be treated in the same way. They have reason and conscience and should act towards one another in a friendly manner.
- 2.** Everyone can claim the following rights, despite:
  - a different sex;
  - a different skin color;
  - speaking a different language;
  - thinking different things;
  - believing in another religion;
  - owning more or less;
  - being born in another social group;
  - coming from another country. It also makes no difference whether the country you live in is independent or not.
- 3.** You have the right to live, and to live in freedom and safety.
- 4.** Nobody has the right to treat you as his or her slave and you should not make anyone your slave.
- 5.** Nobody has the right to torture you.
- 6.** You should be legally protected in the same way everywhere, and like everyone else.
- 7.** The law is the same for everyone; it should be applied in the same way to all.
- 8.** You should be able to ask for legal help when the rights your country grants you are not respected.

- 9.** Nobody has the right to put you in prison, to keep you there, or to send you away from your country unjustly, or without good reason.
- 10.** If you go on trial this should be done in public. The people who try you should not let themselves be influenced by others.
- 11.** You should be considered innocent until it can be proved that you are guilty.  
If you are accused of a crime, you should always have the right to defend yourself. Nobody has the right to condemn you and punish you for something you have not done.
- 12.** You have the right to ask to be protected if someone tries to harm your good name, enter your house, open your letters, or bother you or your family without a good reason.
- 13.** You have the right to come and go as you wish within your country. You have the right to leave your country to go to another one; and you should be able to return to your country if you want.
- 14.** If someone hurts you, you have the right to go to another country and ask it to protect you. You lose this right if you have killed someone and if you, yourself, do not respect what is written here.
- 15.** You have the right to belong to a country and nobody can prevent you, without a good reason, from belonging to a country if you wish.
- 16.** As soon as a person is legally entitled, he or she has the right to marry and have a family. In doing this, neither the color of your skin, the country you come from nor your religion should be impediments. Men and women have the same rights when they are married and also when they are separated. Nobody should force a person to marry. The government of your country should protect you and the members of your family.  
You have the right to own things and nobody has the right to take these from you without a good reason.
- 18.** You have the right to profess your religion freely, to change it, and to practice it either on your own or with other people.
- 19.** You have the right to think what you want, to say what you like, and nobody should forbid you from doing so. You should be able to share your ideas also with

people from any other country.

- 20.** You have the right to organize peaceful meetings or to take part in meetings in a peaceful way. It is wrong to force someone to belong to a group.
- 21.** You have the right to take part in your country's political affairs either by belonging to the government yourself or by choosing politicians who have the same ideas as you. Governments should be voted for regularly and voting should be secret.  
You should get a vote and all votes should be equal. You also have the same right to join the public service as anyone else.
- 22.** The society in which you live should help you to develop and to make the most of all the advantages (culture, work, social welfare) which are offered to you and to all the men and women in your country.
- 23.** You have the right to work, to be free to choose your work, to get a salary which allows you to support your family. If a man and a woman do the same work, they should get the same pay. All people who work have the right to join together to defend their interests.
- 24.** Each work day should not be too long, since everyone has the right to rest and should be able to take regular paid holidays.
- 25.** You have the right to have whatever you need so that you and your family: do not fall ill or go hungry; have clothes and a house; and are helped if you are out of work, if you are ill, if you are old, if your wife or husband is dead, or if you do not earn a living for any other reason you cannot help. Mothers and their children are entitled to special care. All children have the same rights to be protected, whether or not their mother was married when they were born.
- 26.** You have the right to go to school and everyone should go to school. Primary schooling should be free. You should be able to learn a profession or continue your studies as far as wish. At school, you should be able to develop all your talents and you should be taught to get on with others, whatever their race, religion or the country they come from. Your parents have the right to choose how and what you will be taught at school.
- 27.** You have the right to share in your community's arts and sciences, and any good they do. Your works as an artist, writer, or a scientist should be protected, and

you should be able to benefit from them.

28. So, that your rights will be respected, there must be an 'order' which can protect them. This 'order' should be local and worldwide.
29. You have duties towards the community within which your personality can only fully develop. The law should guarantee human rights. It should allow everyone to respect others and to be respected.
30. In all parts of the world, no society, no human being, should take it upon her or himself to act in such a way as to destroy the rights which you have just been reading about.

## 1.2: PROMOTE INTEGRITY

### Building workplace integrity

**Building workplace integrity** involves developing and maintaining a professional and respectful workplace. It involves ethical leadership, active management and supervision, the right people, effective processes and confident professional reporting. In essence, **building workplace integrity** is about creating a workplace that fosters the development of high professional standards, and demonstrates the values of the organization.

An ethical and professional workplace is the best safeguard against risks to integrity, including improper conduct, misconduct and corruption.

**Managers** and **staff** are responsible for the integrity of their workplaces. However, managers and supervisors play an important role in shaping the ethical health of a workplace, and setting the right tone for staff. They work closely with staff and manage their performance and development.

Managers are best placed to identify any current or potential integrity concerns and to proactively manage these in the workplace.

## 1.3: VALUATE TIME

### 1. Preparation of Agenda

#### Agenda of Meeting

#### ❖ Parts of an agenda:

- ✚ Name of organization, type of meeting, date and time;
- ✚ Welcome;

- + Apologies: Group members who could not be there;
- + Approve minutes of previous meeting;
- + Agenda items: main points to be discussed during the meeting;
- + Any other business: other topics that need to be discussed but that were not part of main agenda items;
- + Next meeting: group decides on the next day and time to meet;
- + Close meeting: end of meeting.

❖ **While writing an agenda, consider the following:**

- ✓ Give the meeting a title to indicate the purpose;
- ✓ Clearly write agenda items, starting with an action verb;
- ✓ Number agenda items so it is easy for participants to keep track of where you are in the meeting;
- ✓ Estimate the time for each agenda item.

## **2. Agenda**

### **TRUST GROUP-MUSANZE**

#### **TG-MUSANZE Board Meeting**

**May 5, 2018**

**7:00 – 8:00 pm**

#### **AGENDA:**

1. Welcome;
2. Apologies (those not in attendance);
3. Approve minutes of previous meeting;
4. **Agenda items:**
  - a. Review and accept minutes from July 14th meeting;
  - b. Review budget;
  - c. Discuss new equipment to be purchased;
  - d. Discuss new customers.
5. Any other business;
6. Next meeting;
7. Close meeting;

## **1.4: ANALYSE VARIETY OF MORAL ISSUES**

There are many reasons why people behave unethically. First of all, there might be big differences between what you call ethical and what other's think is ethical.

Some of the reasons might be: greed, bad parenting, mental illness (such as being a sociopath), poor education and just plain laziness.



## **L.U.2: RESPECT ENGINEERING ETHICS**

### **2.2. DIFFERENT PROFESSIONAL RULES AND REGULATIONS**

#### **CHAPTER IV: BUILDING PRINCIPLES**

##### **Article15: Building Code**

There is hereby established a Building Code attached to this order as annex II.

The Building Code establishes the minimum requirements to:

- 1°** establish building regulations;
- 2°** safeguard the public health;
- 3°** ensure safety and general welfare of the population by regulating and controlling building designs;
- 4°** ensure quality of building materials;
- 5°** ensure sanitation in dwelling areas;
- 6°** ensure appropriate lighting and ventilation;
- 7°** conserve energy and to avoid fire risks;
- 8°** avoid of any any other hazards relating to maintenance of all buildings and structures in Rwanda.

##### **Article16: Minimum building performance requirements**

The following minimum building principles must be ensured in the design, engineering and construction of a building as detailed in the Building Code:

- 1°** structural stability, strength and durability;
- 2°** functional requirements;
- 3°** safety and disaster risk mitigation;
- 4°** environmental soundness;
- 5°** accessibility;
- 6°** efficient and effective use of resources;
- 7°** energy efficiency and use of renewable energies;
- 8°** rain and surface water harvesting;
- 9°** natural lighting and ventilation;
- 10°** hygiene and sanitation;
- 11°** ensuring durability through maintenance.

**Article 17: Building materials**

The use of locally produced building materials that do not compromise the natural ecosystem and which use the least energy for their production and transport must be emphasized in accordance with the Building Code.

**National Labor Code related to the workplace**

Laws regulating labor in Rwanda can be found in the Official Gazette of the Republic of Rwanda, 27 May 2009. Copies can be found at the Ministry of Labor. Here are excerpts from many of the labor laws that protect you as an employee.

**Article 4: Child labor**

It is prohibited to employ a child in any company, even as apprentice, before the age of sixteen (16).

A child aged between sixteen (16) and eighteen (18) may be employed under the provisions of articles 5, 6 and 7 of this law.

**Article 5: Child's rest**

The rest between two working periods for a child shall be of a minimum duration of twelve (12) Consecutive hours.

**Article 6: Prohibited work for children**

The child shall be subject to the work which is proportionate to his/her capacity. The child cannot be employed in the nocturnal, laborious, unsanitary or dangerous services for his/her health as well as his/her education and morality.

**Article 7: Labor Inspector's role**

The labor inspector can request for the examination of the children by a recognized doctor, in order to verify if the work with which they are entrusted is neither beyond their strengths and or harmful to their health. Also, this examination may be requested for by all those parties interested in the matter.

Where it is established that the provisions of article 6 of this law are not complied with, the child's employment contract shall be terminated and notice allowance be paid to the child.

## **Fundamental Rights related to the workplace**

### **Article 8**

It shall be an offence to cause, to provoke, to allow or to impose, directly or indirectly, forced works whatsoever.

**However, forced labor shall not include:**

1. Any kind of work executed in accordance with the law governing military service;
2. Any kind of work executed for the purpose of implementing the civic education;
3. Any kind of work or service which is part of the normal civic obligations of the citizens of Rwanda;
4. Any kind of work or service required of a person according to a decision of the court and which is executed under the responsibility and control of a public institution or authority;
5. Any work or service required in case of an emergency such as during the time of war or disaster.

### **Article 9: Prohibition of Gender based violence**

It shall be forbidden to directly or indirectly subject a worker to gender based violence or moral harassment within the context of work.

### **Article 10: Resignation in case of violence**

The resignation of a worker who is victim of violence by his/her supervisor is considered as an unfair dismissal.

### **Article 11: Prohibition of punishment in case of violence**

No worker shall be dismissed for having reported or testified on violence.

### **Article 12: Non-discrimination criteria**

It shall be forbidden to directly or indirectly make any discrimination aiming at denying the worker the right to equal opportunity or to the salary especially when the discrimination is based upon the following:

1. Race, color, or origin;
2. Sex, marital status or family responsibilities;
3. Religion, beliefs or political opinions;
4. Social or economic conditions;
5. Country of origin;

6. Disability;
7. Previous, current or future pregnancy;
8. Any other type of discrimination.

#### **Article 13: Freedom of opinion**

Workers and their representatives shall have the right to express their personal or collective opinions on the content, conditions, execution and organization of work. The opinions of workers cannot be a basis for sanction against them.

#### **Article 40: Internship contract**

The internship aims at ensuring a practical transition in terms of training between the acquired knowledge and the envisaged practical activities. Its duration cannot exceed twelve (12) months, but this contract may be terminated upon a request by one of the parties to it.

The activities carried out during the internship have to be in conformity with its main objective, mental and physical capabilities of the intern.

#### **Article 47: Obligations of the Employer**

##### **The employer has the following obligations:**

1. To give to the worker the agreed work and this, under those conditions, at the time and place as agreed;
2. To ensure the responsibility of implementing the work contract signed on his/her behalf;
3. To supervise the worker and make sure the work is done in suitable conditions, as far as security, health and dignity of the worker are concerned;
4. To pay the worker the agreed remuneration regularly and in due time;
5. To avoid whatever may hamper the company's functioning, its workers and the environment;
6. To affiliate workers to the social security scheme;
7. To make those workers with dependents enjoy the rights that are provided for by the law;
8. To enter into a performance contract with the worker based on collective negotiation within the establishment.

#### **Article 48: Obligations of the worker/Employee**

##### **The worker has the following obligations:**

1. To personally carry out his/her work or service in the time, place and conditions as agreed upon;
2. To respect the employer's or his/her representative's orders when given so as to have the work done;
3. To abstain from all that might threaten his/her security or that of his/her companions or third party, or jeopardize his/her dignity and the one of his/her colleagues;
4. To respect rules prescribed by the establishment, its branch or the place where he/she is to do his/her work;
5. To keep in good conditions tools given to him/her and give them back to the employer at the time the work is completed.

#### **Article 49: Legal duration of work**

In all enterprises, the legal employment's duration is forty-five (45) hours per week. However, due to the specific nature of the work the weekly working hours shall be based upon the agreement between the two parties.

#### **Article 50: Implementation of the duration of work of forty-five (45) hours per week**

The Minister in charge of Labor shall by, way of an order and after consultation with the National Labor Council, determine modalities for application of forty-five (45) hours per week.

#### **Article 51: Work schedule**

The timetable for daily work and rest is fixed by the employer.

#### **Article 52: Weekly rest**

The weekly rest is necessary for all workers under this law. This rest shall not be less than twenty-four (24) consecutive hours per week. It normally takes place on Sunday. Where possible the rest shall be granted at the same time for all the workers in the enterprise.

#### **Article 53: Right to leave**

Except for more favorable provisions from collective conventions between employer and worker or individual employment contract, every worker shall be entitled to a paid leave at the employer's expenses, on the basis of one and a half working days per

month of effective continued work. Official holidays shall not be considered as part of the annual paid leave. The worker shall benefit from one working day per year of annual paid leave for every three years of experience in the same institution.

However, annual paid leave, in any case, cannot exceed twenty-one (21) working days. If the worker works less than forty-five (45) hours per week, his/her leave is counted to the total of the hours she/he worked for.

A less than eighteen (18) years old worker is entitled to a two (2) working days leave per month of continued work.

#### **Article 54: Calendar and prescription**

At the beginning of every year, the employer establishes the annual leave timetable for all his/her staff.

The leave period shall not be delayed or anticipated by the employer for more than a three (3) months period unless is so agreed between the worker and employer.

The action of requesting for a leave remains valid within two (2) years from the date where the worker enjoys the right to the leave. A request for leave is made by the worker in writing and the employer shall respond to the request in writing, too.

#### **Article 55: Leave allocations**

The employer must pay the worker an allocation equal to the average of salaries the worker received for the last twelve (12) months and other benefits he/she is entitled to as provided for by the employment contract.

#### **Article 56: Compensation for leave**

The employer must grant one extra day of paid leave to a worker:

1. If there is a public holiday during the annual leave of the worker;
2. If the worker has normally worked during his/her annual leave.

#### **Article 57: Leave compensative indemnity**

The leave is granted to the worker for the purpose of allowing him/her to rest; the grant of a compensatory allowance in replacement of a leave is formally prohibited in all other cases.

However, in case of contract termination or expiry before the worker has benefited from his/her leave, a compensation indemnity is paid in lieu of the leave he/she was entitled to and which calculated is as provided for in article 53 of this law.

#### **Article 58: Incidental leave**

Upon mutual agreement between the worker and the employer, the days of incidental leave may be deducted from the annual leave.

**Article 59: Official holidays**

Official holidays shall be determined by a Presidential Order. For every public holiday, the worker shall benefit from his/her full salary.

**Article 60: Paid absences**

The absences caused by reasons to accomplish duty imposed by the law or authorized by the Minister in charge of Labor are paid

**Article 72: Protection of children against worst forms of child labor**

It shall be an offence to subject those children aged under eighteen (18) years to “worst forms of child labor ”:

**The" worst forms of child labor" includes:**

1. To indulge children in slavery or similar practices;
2. Children trafficking;
3. To turn them into debt bondage;
4. To have them replace grownups in forced labor;
5. To use them in conflicts and wars;
6. The recruitment, use, procuring or offering of a child for prostitution or for the production of pornography or for pornographic performances;
7. The use, recruitment and procuring or offering of a child for illicit activities such as manufacture and marketing of drugs;
8. The work which is likely to harm the health, safety or morals of a child.

**Article 74: Works prohibited to pregnant or breastfeeding women**

Pregnant or breastfeeding woman shall not be employed in activities which may be harmful to their lives or to those of their babies.

An order of the Minister in charge of Labor shall determine the nature of those works prohibited to pregnant or breastfeeding women

**Article 90: Cleanliness at work place**

Working premises shall be kept clean and equipped with health safety and protection facilities.

The employer has to educate his/her workers on health and safety and to post in the work premises those safety and health instructions to be observed with regard to safeguarding health and prevention of hazards.

#### **Article 92: Premises and equipment not detrimental to worker's health**

At workplace, premises shall comply with the health and safety standards.

Before these premises are built, the construction, extension, transformation or renovation plan shall be submitted to the Ministry in charge of Labor for inspection and certification as to whether health and safety standards, at workplace, are complied with.

It is forbidden to import, display, sell, lease out, give away under any circumstances or to use appliances, machines and parts of machines which were manufactured or imported contrary to standards aimed to ensure protection of worker's health and prevention of hazards.

#### **Article 96: Emergency box and medical care**

The employer must put at the disposal of workers, at his/her own cost, an emergency box of first aid needed in case of accident.

In case of work accident, the employer must evacuate the injured and the patients to the nearest health center.

#### **Article 116: Rights of employers' professional organizations**

A registered employers' professional organization has the following rights:

1. To bring up a case on behalf of its members and to represent them in any court case lodged under this Law;
2. To form federations with other registered employers' professional organizations;
3. To join federations of employers' professional organizations and participate in their activities;
4. To join any international employers' professional organization and participate in its activities

#### **○ Responsibilities of Employees/workers**

Employees have responsibilities towards their employers, even if they work part time or don't have a written contract with their employers.

**These are the responsibilities of employees:**



- ✓ To personally do the work they were hired to do;
- ✓ To do their work carefully and seriously (In some cases, they could be fired or disciplined if they're often late for work, or if they're absent too often or for no good reason.);
- ✓ To avoid putting themselves or others in danger;
- ✓ To follow their employer's instructions (There are some exceptions. For example, if an employer asks an employee to do something dangerous or illegal, the employee doesn't have to.);
- ✓ To be loyal.

### **○ Employers' Responsibilities towards Employees**

- ✓ Employers must give their employees a place to work and make sure they have access to it. They must give them the tools, equipment and other things they need to do their work;
- ✓ Employers must pay their employees the salary and benefits they agreed to, including vacation, paid holidays and other types of holidays;
- ✓ Employers must make sure their employees' working conditions are safe;
- ✓ In some cases, employers must give their employees written notice that their contracts are ending or that they are being laid off;
- ✓ Employers must treat their employees with respect. They must make sure their employees are not harassed or discriminated against;

## **2.2: APPLY CREDIBLE MANAGEMENT OF THE WORK.**

### **Engineering Ethics - Ethical Theories**

Ethics is that branch of philosophy that deals with morality. An engineer with ethics is a person who is expected to possess the moral integrity with rich ethical values. The ethics are mainly divided into two categories depending upon the morality of humanity. They are –

#### **Consequential Ethics**

The Consequential ethics are values the outcome of which determine the morality behind a particular action. A lie which saves a life, comes under this.

## **Non-consequential Ethics**

The non-consequential ethics are values followed where the source of morality comes from the standard values. The moral law which states that a lie is a lie, and shouldn't be done, though it ends in a good deed can be taken as an example of non-consequential ethics.

## **Types of Ethical Theories**

Depending upon the ethics a person is intended to follow, four theories were postulated by four different philosophers. These theories help to create the fundamentals of obligation suitable and applicable to professional and personal conduct of a person in his everyday life.



Let us discuss each theory in detail.

### **Golden Mean**

The Golden Mean ethical theory was proposed by **Aristotle**. According to this theory, the solution to a problem is found by analyzing the reason and the logic. A “**Mean value of solution**” which will be between the extremes of excess and deficiency.

For example, the solution to the problem of environment pollution is neither by avoiding industrialization and civilization, nor by neglecting the environment completely. A mean solution that will work towards controlling the pollution and protecting the environment will also help.

### **Problem in Application**

The application of this theory varies from one person to another with their powers of reasoning and the difficulty in applying the theory to ethical problems.

### **What is Golden Mean?**

The Golden Mean virtue can be understood as the virtue of reaching a proper balance between extremes in conduct, emotion, desire and attitude. This theory phrased by Aristotle states that virtues are tendencies to find the **golden mean** between the extremes of too much (excess) and too little (deficiency) with regard to particular aspects of our lives.

The most important virtue is **practical wisdom**, i.e., morally good judgment, which enables one to discern the mean for all the other virtues. There are internal goods such as products, activities and experiences should never clash with the external goods such as money, power self-esteem and prestige. The standards of excellence enable internal goods to be achieved. The external goods when extremely concerned, though by individuals or by organizations, threaten the internal goods.

### **Rights-based Ethical Theory**

The Rights based ethical theory was proposed by **John Locke**. According to this theory, the solution to a problem is by realizing that every person has a right to live. Live and let live is the philosophy behind this theory. The rights of a person towards life, health, liberty, possession, etc. are taken care of under this theory.

For example, any action in terms of Capital punishment, Jails, Income taxes and Medical charges etc. come under this category.

### **Problem in Application**

One rights of a person may be in conflict with rights of the other.

### **What does it mean?**

Rights-based ethics is the recognition of human dignity at its most basic form. The ethics refer to the basic human rights whether they are positive or negative. Everyone has a right to live, liberty and the pursuit of happiness. Beauchamp and Childress, authors and ethical theorists, have defined the term "right" to be a "justified claim that individuals and groups can make upon other individuals or upon society; to have a right is to be in a position to determine by one's choices, what others should do or need not do."

The natural law states that human laws are defined by morality and not by some authority. This law is derived from the belief that human morality comes from nature. Any action done by a person that would prevent a fellow being from living a good and happy life, is considered immoral or unnatural. Any law should have some morals. Moral duty is the obligation to act based on ethical beliefs.

### **Duty-based Ethical Theory**

The duty-based ethical theory was proposed by **Immanuel Kant**. According to this theory, every person has a duty to follow which is accepted universally, with no exceptions.

An example of this can be expecting all to be honest, kind, generous and peaceful.

### **Problem in Application**

The universal application of this theory can be misleading.

## **What are these ethics?**

Kant observed that everyone is bound to follow some moral laws. It is the choice we make to be morally sound though we have chances to do anything. This theory can also be called as **Deontological theory** or the **Absolutist theory**. According to this, it is our duty to obey the categorical imperative rules. To have good will, is to perform one's duty for the sake of duty and for no other reason.

The categorical imperative law states that "Act only according to that maxim by which you can at the same time will that it should become a universal law."

There are **four virtues** that come under this law, which have to be discussed here.

### **Prudence**

The quality of prudence states that every individual has a life that should be respected and every individual has duties which should be done without any exception. One should always be cautious to perform one's duties.

### **Temperance**

Temperance is the voluntary self-restrain from the attractions. The temptations that might lead to the violation of duties and ethics have to be restrained. No false promises are to be made as they contradict the principles of duties.

### **Fortitude**

Fortitude is the sense of having tolerance. No perfection can be maintained if happiness alone is sought and no happiness is achieved if perfection alone is sought. Both may or may not go with each other

### **Justice**

Every individual is a human being with a set of intrinsic values and morals. Truth and fairness are the aspects one should always bear in mind. People should be treated as separate individuals but never as a mere means of existence.

A free will and a will under moral laws are one and the same. We are free only when we act in accordance with our own best natures, while we are slaves whenever we are under the rule of our passions and wills. There should be a universally valid will, under which everyone can be free.

### **Utilitarian Ethics**

The Utilitarian ethics was proposed by **John Stuart**. According to this theory, the happiness or pleasure of a greatest number of people in the society is considered as the greatest good. According to this philosophy, an action is morally right if its consequences lead to happiness of people and wrong if they lead to their unhappiness.

An example of this can be the removal of reservation system in education and government jobs, which can really benefit the talented. But this can have an impact on the rights of the minorities.

### **Problem of Application**

Qualification of the benefits can be difficult.

### **What are these ethics?**

Consider the cost-benefit analysis in engineering. A typical cost-benefit analysis identifies the good and bad consequences of some action or policy in a monetary aspect. It weighs the total good against total bad and then compares the results to similar tallies of the consequences of alternative actions or rules. This supports the idea of maximizing benefits against cost.

There are two main types of Utilitarianism. They are –

### **Act Utilitarianism**

The Act Utilitarianism focuses on each situation and the alternative actions possible in the situation. Act Utilitarianism states that “A particular action is right if it is likely to produce the higher level of good for the most people in a given situation, compared to alternative choices that might be made.”

In accordance with this theory, the good done is only considered but not the way how it is done. For example, looting the richer to feed the poor, can satisfy and make a group of poor people, happy. But looting is not a way of morality. Hence act-utilitarianism seems to justify the wrong-doing.

### **Rule Utilitarianism**

The Rule Utilitarianism states that “Right actions are those required by rules that produce the higher level of good for the most people.” We need to consider a set of rules, where they interact with each other. This was developed to clear the problem that occurs with act-utilitarianism.

Engineers with ethics should follow the rule-utilitarianism considering the point, “Act as faithful agents or trustees of employers”. So, engineers should abide by it even when an exception might happen to be beneficial. Like in the above example, one should seek the help of law and order to prove the guilt of richer and let see that the poor get benefitted.

### **Formulation of Ethical Theories**

After having gone through the various ethical theories, one can understand that these ethical theories have to be formulated considering the following points:

- ✓ The concepts of the theory formulated must be coherent.
- ✓ The tenets of the theory should never contradict the other.
- ✓ The theory should never be defended upon false information.
- ✓ The theory should guide in specific situations comprehending all aspects possible.
- ✓ The theory should be compatible with individual’s moral convictions in any situation.

### **Uses of Ethical Theories**

Ethical theories help in the following areas –

- ✓ Understanding moral dilemmas.
- ✓ Justifying professional obligations and ideas.
- ✓ Relating ordinary and professional morality

## **2. 3: WORK WITH TEAM SPIRIT**

### **How to Increase Team Spirit in the Workplace**

Great work environments don't happen overnight, but even the best managers won't get much done without a positive team spirit. Promoting a collaborative atmosphere helps to accomplish that goal, as well as ensuring that everyone understands where the company is going and that managers aren't creating hidden agendas. If you've done the job properly, you'll create a place where employees enjoy going to work, but also feel continually challenged to achieve excellence.

- Cooperation
- Empathy
- ☐ Understanding Others;
- ☐ Service Orientation;
- ☐ Uplift others;
- ☐ Leveraging diversity;
- ☐ Political awareness.

## **L.U.3: APPLY SAFETY**

### **3.1: ANALYSE RISK**

#### **1. What is Risk Analysis?**

- ✚ After identifying and classifying the risks, we are going to proceed with their analysis, that is, the possibility and the consequences of each risk factor are examined in order to establish the level of risk of our project.
- ✚ The risk analysis will determine which risk factors would potentially have a greater impact on our project and, therefore, must be managed by the entrepreneur with particular care.

#### **2. Risk Analysis Methods**

There are three kinds of methods used for determining the level of risk of our business.

The methods can be: Qualitative Methods – Quantitative Methods – Semi-quantitative Methods.

#### **Qualitative Methods:**

- ✚ This is the kind of risk analysis method most often used for decision making in



business projects; entrepreneurs base themselves on their judgment, experience and intuition for decision making.

- ✚ These methods can be used when the level of risk is low and does not warrant the time and resources necessary for making a full analysis.
- ✚ These methods are also used when the numerical data available are not adequate for a more quantitative analysis that would serve as the basis for a subsequent and more detailed analysis of the entrepreneur's global risk.
- ✚ The qualitative methods include:
  - Brainstorming
  - Questionnaire and structured interviews
  - Evaluation for multidisciplinary groups
  - Judgment of specialists and experts (Delphi Technique)

### **Semi-Quantitative Methods:**

- ✓ Word classifications are used, such as high, medium or low, or more detailed descriptions of likelihood and consequences.
- ✓ These classifications are shown in relation to an appropriate scale for calculating the level of risk. We need to give careful attention to the scale used in order to avoid misunderstandings or misinterpretations of the results of the calculation.

### **Quantitative Methods:**

- ✓ Quantitative methods are considered to be those that enable us to assign values of occurrence to the various risks identified, that is, to calculate the level of risk of the project.
- ✓ Los quantitative methods include:
  - Analysis of likelihood
  - Analysis of consequences
  - Computer simulation
- ✓ The development of these measurements can be effected by means of different mechanisms, among which we note particularly the Monte Carlo Method, which is characterized by:

- A broad vision in order to show a range of possible scenarios
- Simplicity in putting it into practice
- Suitable for performing computer simulations

### **3.2: APPLY PERSONAL SAFETY PRECAUTIONS**

#### **General Precautions for Personal Safety**

There are no guarantees of personal safety in any environment. It is incumbent upon each individual to safeguard himself or herself against becoming the victim of a crime. One of the best ways to maximize your safety and minimize your risk is to follow some very simple security rules:

- Walk with a friend whenever possible.
- Always be aware of your surroundings and the people around you, no matter whether it is day or night.
- Use well-lighted, well-traveled routes. Avoid dark, vacant or deserted areas.
- Walk with confidence. Show that you are aware and in control. Body language works.
- Trust your instincts. If someone or something makes you feel uneasy, get out or get away.
- If you feel you are being followed, move to a well-lighted and populated area or building, such as a store or restaurant, and call for assistance.
- Know where the emergency telephones are located on campus. If you are on campus after hours, stay alert.
  - Lock office or lab doors.
  - Call Security if you see or hear anything suspicious.
  - Tell a friend, colleague or Security where you are and when you plan to leave.
  - Arrange to meet a friend or request an escort from Security when you leave.
- When you are out by car, park in well-lighted areas. Avoid parking in secluded parts of a parking lot. Stick to high traffic areas.
- When out shopping, don't carry large bundles or packages. It distracts you from your surroundings and makes you a potential target for a thief.

### **3.3: RESPECT HYGIENIC RULES**

#### **The 5 Reasons Why You Need to Take Workplace Hygiene Seriously**

##### **1. Your Employees Will Be Happier**

Workplace environment can greatly influence an **employee's satisfaction at work**. Happy and content workers are productive and are always inspired to do their jobs well.

When people are happy at their workplace, they don't think about changing jobs. They stay loyal to the company where they are treated well and that reduces the employee turnover.

The simple act of **keeping the workplace clean** is one way you can give your employees the kind of environment that will make them want to stay.

##### **2. Your Company Will Enjoy a Better Image**

Employees are not the only ones that roam around the office. Possible clients, suppliers, and investors sometimes pay a visit, too. The last thing you want is for them to be turned off by a messy, unorganized, and dirty workplace.

##### **3. Your Employees Will Be Healthier**

An unhygienic workplace increases cases of employee absenteeism, costing the business a considerable amount of money. If you have substandard hygiene in the office, expect more and more employees taking sick days.

##### **4. You Will Prevent the Spread of Bacteria and Viruses**

Making sure that your workplace adheres to basic standards of hygiene will help diminish the spread of disease-carrying bacteria and viruses that can be rampant in shared spaces like office kitchens and washrooms.

## **5. You Can Reduce Slips, Trips, and Falls**

If your workplace is being cleaned on a regular basis, there are very slim chances of accidents happening and employees getting injured.

Looking from another angle, this also means that **a filthy office increases chances of accidents** such as slips, trips, and falls. The culprit behind these horrible and dangerous incidents? **Dirty and slippery floors**

### **What are the business benefits of providing and using Personal Protective Equipment (PPE)?**

The investment and correct use of PPE can help avoid and reduce workplace accidents and sickness. Your business will benefit from a reduction in employee sick days and administration time/costs in recording and reporting illness and accidents. Your organization will be complying with your health and safety obligations thus, avoiding accidents, HSE investigations, legal costs and compensation payouts. Additionally, looking after the health, safety, and welfare of your employees will promote a happy workforce, boost productivity and your business reputation. Finally, the initial cost of purchasing PPE is quickly covered by the cost saving in the reduction in staff sickness, absence, and staff attrition.

Board 4

no	regular	false	health clinic	goggles
True	12	1.5	12	false
harmful	2	Free Space!	employee	2
employer	slavery	no	gloves	true
16	true	employer	prostitution	1

### Board 3

2	regular	false	prostitution	16
Employer	slavery	1.5	12	false
harmful	2	Free Space!	employer	No
employer	health clinic	1	gloves	true
Goggles	true	employee	12	No

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Board 1

employee	regular	no	16	employer
1.5	slavery	12	employer	true
true	2	Free Space!	gloves	No
12	health clinic	1	2	boots
Employer	goggles	harmful	prostitution	false

Board 2

2	regular	false	prostitution	employer
12	slavery	1.5	employer	goggles
true	2	Free Space!	employer	No
16	health clinic	1	employee	gloves
gloves	true	harmful	12	No



## **Labor Law Bingo Questions**

- 1.** Who has the right to decide who can join a trade union?
- 2.** How many days of rest should a worker have in one week?  
a.24
- 3.** Who is responsible for providing equipment necessary to do the work in the workplace?
- 4.** How old must a child be to work as an employee?
- 5.** Can you be fired if you report bad behavior on the job?
- 6.** Who is responsible for providing protective gear on the job?
- 7.** Who is responsible for expenses associated with an on-the-job injury?
- 8.** Workers are entitled to paid leave on the basis of how many days per month?
- 9.** Workers get paid for public holidays
- 10.** It is okay to harass people at work if it is all in fun.
- 11.** Workers who have any negative opinions about their place of work should be dismissed.
- 12.** Internships cannot exceed how many months?
- 13.** Should workers get paid on a regular basis, as stated in their contract, or only when the employers have enough money to do so?
- 14.** What are the worst forms of child labor?
- 15.** How many days of paid leave is a 16 – 18-year-old entitled to each month?
- 16.** 16 – 18-year old should have how many hours of rest in between days of working?
- 17.** All workers should have a written contract.
- 18.** Where should an employer bring an injured employee?
- 19.** Employers should train employees on health and safety in the workplace.
- 20.** Pregnant or breastfeeding women cannot work in jobs that are \_\_\_\_\_ to their or their babies' lives
- 21.** Protective equipment that employers should provide includes \_\_\_\_\_