

Morality	Ethics
1. More general and prescriptive based on customs and traditions	1. Specific and descriptive. It is a critical reflection on morals.
2. More concerned with the results of wrong action, when done.	2. More concerned with the results of a right action, when not done.
3. Thrust is on judgment and punishment, in the name of God or by laws.	3. Thrust is on influence, education, training through codes, guidelines, and correction.
4. In case of conflict between the two, morality is given top priority, because the damage is more. It is more common and basic.	4. Less serious, hence second priority only. Less common. But relevant today, because of complex interactions in the modern society.
5. Example: Character flaw, corruption, extortion, and crime.	5. Example: Notions or beliefs about manners, tastes, customs, and towards laws

## HONESTY IS THE BEST POLICY

### Honesty is reflected commonly in terms of :

- (a) Beliefs (intellectual honesty).
- (b) Communication (writing and speech).
- (c) Decisions (ideas, discretion).
- (d) Actions (means, timing, place, and the goals). and
- (e) Intended and unintended results achieved.

### Actions that lead to dishonesty are:

1. *Lying*: It is giving *wrong* information to the *right* people.
2. *Deliberate deception*: Decisions based on with insufficient understanding, data or proof, to impress upon the customers or employers.
3. *Withholding the information*: during communication to one's superior or subordinate, intentionally or otherwise.
4. *Not seeking the truth*:
5. *Not maintaining confidentiality*: It is giving *right* information to *wrong* people.
6. Giving professional judgment under the influence of extraneous (inappropriate) factors such as personal benefits and prejudice, violating the laws and ignoring experience, social welfare, and conscience (sense of right or wrong i.e. Viveka).



### 1.13 COURAGE

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. In addition the following attitudes are required (a) Facing the criticism, (b) owning responsibility

c) accepting the mistakes and vigilance against the past mistakes

d) creative in finding the alternate means to achieve the desired objectives

(e) involvement (attitude, clear and firm resolve to act) and Commitment (willing to get it) (f) Perseverance (sustained hard work),

(i) Experimentation (preparedness to face the challenges, that is, unexpected into action and to reach the desired goals by any alternative but ethical means).

Courage is classified into three types, based on the types of risks, namely

(a) Physical courage,

(b) Social courage, and

(c) Intellectual courage.

- In physical courage, the thrust is on the adequacy of the physical strength, including the muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere 'thrill' or driven by a decision to 'excel'.
- The social courage involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for the social cause.
- The intellectual courage is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press.

### 1.14 VALUING TIME

Time is the most perishable, most valuable and rare resource which is Once spent, is lost for ever. It can not be either stored or recovered. Hence, 'Time and tide wait for none' and 'Procrastination(postponing action) is the thief of time' amply illustrate this point.

To realize the value of one year, ask the student who has failed in the examinations; To realize the value of one month, ask the mother who has delivered a premature baby; to realize the value of one week, ask the editor of weekly; to realize the value of one day, ask the daily-wage laborer; to realize now the value of one hour, ask the lovers longing to meet; to realize the value of one minute, ask a person who has missed the train; to realize the value of one second, ask the person who has survived an accident; to realize the value one milli second, ask the person who has won the bronze medal in Olympics; to realize the value of one micro second, ask the NASA team of scientists; to realize the value of one nano-second, ask a Hardware engineer!; If you have still not realized the value of time, wait; are you an Engineer?



### **1.20.1 Spirituality in the Workplace**

**Building spirituality in the workplace:** Spirituality is promoted in the workplace by adhering to the following activities:

- 1. Respect the individuals as human beings and recognize their values in the profession.**
- 2. Interact with work team members try to know their goals, aspirations, ideas and dreams too.**
- 3. Share your personal ethics and beliefs without hesitation.**
- 4. Support the noble causes outside the profession and business.**
- 5. Encourage leaders to formulate and perform value-based policies and actions**
- 6. Illustrate self-knowledge and spiritual awareness in all your actions.**
- 7. Do for others the things what you expect from them.**

## **1.7 VIRTUES**

**Virtues are *positive* and *preferred* values in terms of desirable attitudes that enable us to be successful and to act in ways that develop our highest potential. They energize and enable us to pursue the ideals that we have adopted.**

**The civic duties are:**

- 1. Paying Tax punctually**
- 2. Keeping cleanliness in and around.**
- 3. Avoiding pollution of the environment garbage disposal.(air, water,sound,garbage)**
- 4. Following traffic safety rules.**

**The civic rights are:**

- 1. Voting in Elections(local,state,central)**
- 2. Contesting in the elections.**
- 3. Seeking a public welfare facilities(education,health,transfortation, communion).**
- 4. Establishing and maintaining a green,pollution free and safe environment, pollution free.**

