Question # 01

Step 1: Build a team to develop the code of ethics:

To start, put together a team that is diverse and includes people from different departments and levels of the company. This group will be responsible for delineating the strategy, establishing a timeline, and allocating duties related to creating the code of ethics.

Step 2: Draft the code of ethics:

Conduct in-depth research by looking at supporting materials, examining pertinent laws, and holding conferences and feedback sessions. Make sure the first code of ethics is in line with the goals and values of the company by using the information that has been obtained to design it.

Step 3: Collect feedback:

Send the document to the team for assessment, and if needed, ask for input from other parties. Gather feedback to determine any possible problems, real-world difficulties, or places where the code of ethics needs to be improved.

Step 4: Review, revise and finalise:

Make the required revisions and improvements to the draft paper based on the input you have received. Review and revise the code several times to make sure it satisfies the team's requirements. After the code is complete, send it to the appropriate staff for approval before putting it into use.

Question # 02

1 Every worker:

Since they constitute the backbone of any company or organization, employees are essential to the creation of a code of ethics. Employee participation has the potential to further raise an organization's ethical standards.

2. Consult with clients:

Customers are an important resource since they may offer advice based on their personal experiences, etc. The development of just and moral practices is aided by this information.

3. Consult vendors and other interested parties:

Stakeholders have a variety of histories in the industry and experiences, so getting input from them is essential to creating an effective code of ethics in any organization.

Question # 03

Method 1: Interviews can be used to find out whether employees have found it difficult to uphold the code of ethics or whether they have witnessed others do so.

Method 2: Observations can be utilized to determine if employees adhere to the Code of Ethics while doing their daily duties.

Method 3: Examining the ethical complaints record will show you whether any consumers have voiced concerns about anything that could point to a transgression of the code of ethics.

Question # 04

Company vision and mission statement:

This part directs staff in their everyday actions by outlining the organization's overall aims and purpose. For instance, a company's code of ethics may place a strong emphasis on honesty and compassion in patient care if its goal is to deliver healthcare at a reasonable cost.

Principles and Values:

This outlines the core values and principles that the organization upholds. For example, a firm's code of ethics could stress treating every employee fairly and with respect, regardless of background, if the organization emphasizes diversity and inclusion.

Ethical codes of practice:

This section outlines particular conduct and measures that conform to the ethical standards of the organization. For instance, if the code's primary value is honesty, it may provide instructions on how to steer clear of conflicts of interest and provide financial information truthfully.

Complaints and grievance procedure:

This describes how staff members can voice concerns or report unethical behavior. A well-defined protocol fosters openness and responsibility, guaranteeing that moral transgressions are dealt with swiftly and equitably.

Question # 05

I would first send the draft of the organization's code of ethics to important parties for review and comment, such as top management, legal counsel, and pertinent department heads. I would circulate the final version for approval after making any required adjustments, getting signatures from all parties involved to show their support and agreement to maintain the code.

Part -2

Question # 01

Company vision and mission statement:

Introduction: The highest ethical standards will always be upheld in all facets of Reconstruction IT Solutions' corporate activities. This code of ethics provides a foundation for moral decision-making for all workers by outlining the values and principles that govern our behavior.

Vision: To be a top supplier of cutting-edge IT solutions that promote both social progress and corporate success.

Mission: Our mission is to provide our clients with amazing value by using state-of-the-art technology, first-rate service, and unwavering integrity.

Principles:

Integrity: In all of our dealings and relationships, we behave in an honest, open, and equitable manner.

Respect: We value diversity and promote an inclusive work environment by treating every person with decency, respect, and professionalism.

We are honest:

What we say is true and forthcoming – not just technically correct. We are open and transparent in our communications with each other and about our business performance.

We are trustworthy:

Our word is good. We keep our commitments to each other and to our stakeholders. We do the right thing without compromise. We avoid even the appearance of impropriety.

We treat others with respect:

We value their contributions and listen to their point of view. We maintain fairness in all relationships.

We are courageous:

We speak up for what is right. We report wrongdoing when we see it.

We use good judgment:

We think before we act. We use our purpose, values and ethical principles as decision filters to guide our behaviour.

We are responsible:

We accept the consequences of our actions. We admit our mistakes and quickly correct them. We do not retaliate against those who try to do the right thing by asking questions or raising concerns.

Value:

At Reconstruction IT Solutions we value honesty, transparency and respectful interactions with our clients and stakeholders.

All employees at Reconstruction IT Solutions are required to uphold and advance the honour, dignity and effectiveness of being a professional.

This entails, in addition to being a good citizen and acting within the law, adherence to the ethical codes of practice.

Ethical codes of practice:

secrecy: We guarantee the secrecy and appropriate use of any sensitive information given to us by partners, clients, and coworkers.

Conflict of Interest: We steer clear of circumstances in which our own interests collide with those of Reconstruction IT Solutions, revealing any possible conflicts and asking for advice as needed.

Compliance: We do business with honesty and in conformity with ethical standards, abiding by all applicable laws, regulations, and internal rules.

Review procedure:

• Conduct six-monthly review meetings

• Involve all stakeholders in the review process

• Record and update all changes discussed

Complaints and grievance procedure:

Reconstruction IT Solutions is dedicated to creating a secure and encouraging work atmosphere where staff members are at ease voicing issues or grievances. Any employee with concerns about unethical activity or who feels that there has been a breach of this code of ethics should report it to the Ethics Committee, the HR department, or their immediate supervisor. Every report will be looked into immediately and completely, and any infractions will be dealt with appropriately.

If clients, suppliers or stakeholders are concerned that we have not complied with their legal rights or we have not complied with our ethical code of conduct, they may bring a complaint internally through our complaints process.

1. Via our online web form for ‘Ethical misconduct’:

www.reconstructionIT.com.au

2. By mail:

Reconstruction IT Solutions

Bell Street

Preston, VIC

3. By telephone: call 1600 123 123, 8 am to 8 pm (AEST), Monday to Friday

The complaint will be investigated by our Compliance Officer and Ethics Project Team.

Your complaint will be thoroughly investigated, and you will have a response on the status of your complaint within seven business days.

If you are unhappy with our response, you may refer the matter to the Mediation Centre. This is not a Reconstruction IT Solutions department but an impartial tribunal. We will attend and abide by the Mediation Centre’s ruling.

Employee grievances

If an employee sees something unethical or knows of unethical practices in Reconstruction IT Solutions departments or in dealing with others, they have the right to make a complaint that will be further investigated. In fact, there is an expectation that the employee reports the grievance.

Employees can make anonymous complaints via SharePoint under the ‘Ethical misconduct’ web form, which will be thoroughly investigated by the Compliance Officer and Ethics Project Team. The issue may then be referred to a neutral investigations team, legal team or other appropriate regulatory body.

Documents 2:

Source 1: Consultation

One source must include a consultation. This may be an industry specialist, team member, supervisor, or other. The Leaner must document specifics about the consultation so that this information can be verified, e.g., via a phone call. Information may include but is not limited to

Source 2: Other source using technology

The second source can be of any nature but must use technology. This may involve using the internet through a computer or phone. If so, then the Learner needs to list here the weblinks used to inform this task.

Part 3:

Question #1:

1: Ask for anonymous feedback from employees about grievance procedures through an online survey i.e., via staff portals

2: Team meetings

3: Professional development activities

4: Speaking to compliance officers

Question # 2

The aim of this is to collect feedback related to any grievances that have been submitted and/or investigated. This information will assist in determining whether the course of action taken has been done according to the grievance procedure.