

Code of Ethics and Professional Responsibility

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Golden Checklist of Code of Ethics

- ☒ 1) **ALWAYS** (in every situation and every condition!) obey the laws of the country that your Project is located in
- ☐ 2) You need to obey the policies within your organization
- ☐ 3) If you are satisfying the first two rules, then you need to follow the customs
- ☐ • **ALWAYS** (in every situation and every condition!) **BE** honest, behave ethically and **SEEM** honest and ethical

Your organization is located in Country A and you are constructing a mall in Country B. In Country B, you need to take a permit for some kind of work. In Country A, you don't need to take that permit to start that work. Should you take the permit, or not? → **You should take the permit**

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Your organization is located in Country A and you are constructing a mall in Country B. In Country B, you need to take a permit for some kind of work. In Country A, you don't need to take that permit to start that work. Should you take the permit, or not?

What if this may cause a Project delay?

→ You should take the permit!

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Your organization is located in Country A and you are constructing a mall in Country B. In Country B, you need to take a permit for some kind of work. In Country A, you don't need to take that permit to start that work. Should you take the permit, or not?

Your Sponsor says, "Go ahead and don't wait for the permit, I take all the responsibility!"

You should take the permit!

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Your Sponsor says, "Don't wait for the permit, or I'll fire you!"

You should take the permit!

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Your organization is located in Country A and you are constructing a mall in Country B. In Country B, you need to take a permit for some kind of work. In Country A, you don't need to take that permit to start that work.

You know that it takes 3 months to get that permit. Your Sponsor says: "Don't tell it to the customer". Same day, the customer asks you about the duration of the permit. What should you do?

→ You should tell the truth

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You talked about this situation with an advisor living in Country B. He says "If you give a gift to Mr.X, he can decrease this duration to 1 week. Gifts are customary over here." Should you give the gift or not?

→ You shouldn't give the gift

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You can accept the gifts **only and only if** the above rules are **clearly** satisfied.

You are working in Country Z. A subcontractor of you has completed his work in the Project. He comes in with a thank you gift for you. You guess the price of the gift is around \$50. Should you accept the gift or not?

➔ **Don't accept the gift!**

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You are working in Country Z. A subcontractor of you has completed his work in the Project. He comes in with a thank you gift for you. You guess the price of the gift is around \$50. Should you accept the gift or not?

No legal restrictions and your organization does not have any policy about accepting gifts. → Accept the gift

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You are working in Country Z. A subcontractor of you has completed his work in the Project. He comes in with a thank you gift for you. You guess the price of the gift is around \$50. Should you accept the gift or not?

No problem with laws, but there is an organizational restriction for gifts expensive than \$25.

→ Don't accept the gift!

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You are leading a multimillion-dollar procurement activity. You have sent the bid documents to prospective Sellers and now it is time for negotiations. One of the sellers comes in your room before the negotiation and gives you a \$10,000 watch as a gift. In the country you work, there is no legal restriction about these kinds of gifts; and your organization does not have any policy about accepting gifts. In addition to that, giving such gifts is due to custom in that country. Should you accept the gift or not? ➔ **Don't accept the gift!**

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Other things to know

- Any kinds of violations to laws and policies should be reported (clear evidence is needed!)
- We should respect the intellectual property of others
- To be able to use the documents we have created in the previous organizations we have worked, we need permission

Mindset you should have for the exam:

You are the most honest person in the world and you always do the **RIGHT** thing

THANK YOU!