HARMONY ON PROFESSIONAL ETHICS

UNIT - 5

Ethics are not only a personal responsibility, but also a professional and social duty.

ETHICS

Ethics –standards of conduct that indicate how one should behave based on moral duties and virtues, which themselves are derived from principles of right and wrong

A. Aspects of ethics

1. the ability to discern right from wrong, good from evil, and propriety from impropriety

2. involves the commitment to do what is right, good, and proper

B. Morals – beliefs, customs, and traditions that are reflected in personal convictions about right and wrong

1. Moral duty –the obligation to act or refrain from acting, according to moral principles

2. Moral virtue – characteristics or conduct worthy of praise or admiration because they advance moral principle

Professional Ethics?

- *Professional Ethics:* concerns one's conduct of behavior and practice when carrying out professional work, e.g., consulting, researching, teaching and writing

- Profssional Ethics must take into accounts:
  - Relations between professionals and clients
  - Relation between profession and society
  - Relations among professionals
  - Relations between employee and employer
  - Specialized technical details of the profession

Code of Ethics

INTEGRITY
Maintain honesty and clear communication in the workplace.

TEAMWORK
Work together to get the job done.

OBJECTIVITY
Don't make career decisions based on whom you like best.

CONFIDENTIALITY
Maintain clients' confidence at all times.

GROWTH
Always pursue professional growth.

Fundamental Principles for Professional Ethics

Integrity	• Straightforward and honest
Objectivity	• Unbiased and not under any influence
Professional Competence and Due Care	• Maintain professional knowledge and skill at required level. Practice diligence.
Confidentiality	• Not to disclose information to third parties without proper authority.
Professional Behaviour	• Avoiding action that discredits the profession.

HUMAN VALUES

Human Values are:-
Respect, Acceptance, Appreciation,Listening,
Openness, Affection and love towards other human beings.

Human values are manage human relations and peace.

PROFESSIONAL ETHICS

The Origin of Ethics is from ETHOS which means 'Character'. Ethics is concerned with how we should live our lives. It focuses on questions about what is wrong or right, good or bad, responsible or irresponsible.

Professional Ethics are set of rules, regulations, and a code of conduct that govern how a profession deals with each other and others outside of the profession

DEFINITIVENESS OF ETHICAL HUMAN CONDUCT

- Definitiveness of Ethical Human conduct refers to the degree of certainty or agreement about what constitute right or wrong behavior in line with moral principles and values, which promotes well being of individuals & societies as a whole.

- The definitiveness of Ethical Human Conduct is in terms of values, policies and character. **Ethical conduct is the foundation of professional ethics.** Depends on three things, namely-

1) Values

2) Policies

3) Character

1) **Values (Mulya)** : Competence of living in accordance with universal values or the participation of a unit in the larger order- its natural characteristics or svabhav is known as values. Values are a part of our ethical conduct.

2) **Policy (Niti)** : Policy is the decision (plan, program, implementation, results, evaluation) about the enrichment, protection and right utilization of the resources (self, body and wealth — mana, tana and dhana).

3) **Character (Charitra)** : The definiteness of my desire, thought and selection gives definiteness to my living. Definitiveness of character is the outcome of the definiteness of my behavior and work.

Definitiveness of Ethical Human Conduct

Harmony at Different Levels	Expression & Achievement
Harmony at the level of Self	Happiness
Harmony of the Self with the Body	Feeling of self-regulation at the level of Self and Health at the level of body
Harmony in the family, in human-human relationship	Mutual happiness, trust, fearlessness... justice
Harmony with rest of nature	Mutual prosperity – prosperity in human being and preservation of rest of nature
Harmony with the whole of nature/ existence	Co-existence (mutual fulfilment) with entire Nature

COMPETENCE IN PROFESSIONAL ETHICS

- Professional Ethics means to develop professional competence with ethical human conduct. The development of ethical competence is a long-term process to be achieved through appropriate value education. As the profession is only a subset of life activities, the competence in the profession will only be the manifestation of one's right understanding.

- The salient features characterizing these competencies would then be:

a) Clarity about the comprehensive human goal.

b) Confidence in oneself as well as confidence in the harmony, coexistence, and self- regulation prevailing in entire existence based on the right understanding of the oneself and the rest of existence.

c) Competence of mutually fulfilling behavior, clarity, and confidence in ethical human conduct and its correlation with sustainable personal as well as collective happiness and prosperity.

d) Competence of mutually enriching interaction with nature, ability to assess the needs for physical facilities for the family, and their fulfillment through production/ service systems ensuring harmony in nature.

e) Holistic vision about technologies, production systems, and management techniques.

f) Competence of actualizing one's understanding of real life and Social responsibility.

GUIDELINES FOR PROFESSIONAL BEHAVIOR

BODY LANGUAGE

- Body Language is a non-verbal communication where messages are sent through postures, eye-contacts, movements, usage of space and change in the modulation of voice etc. instead of using words and speech to communicate.
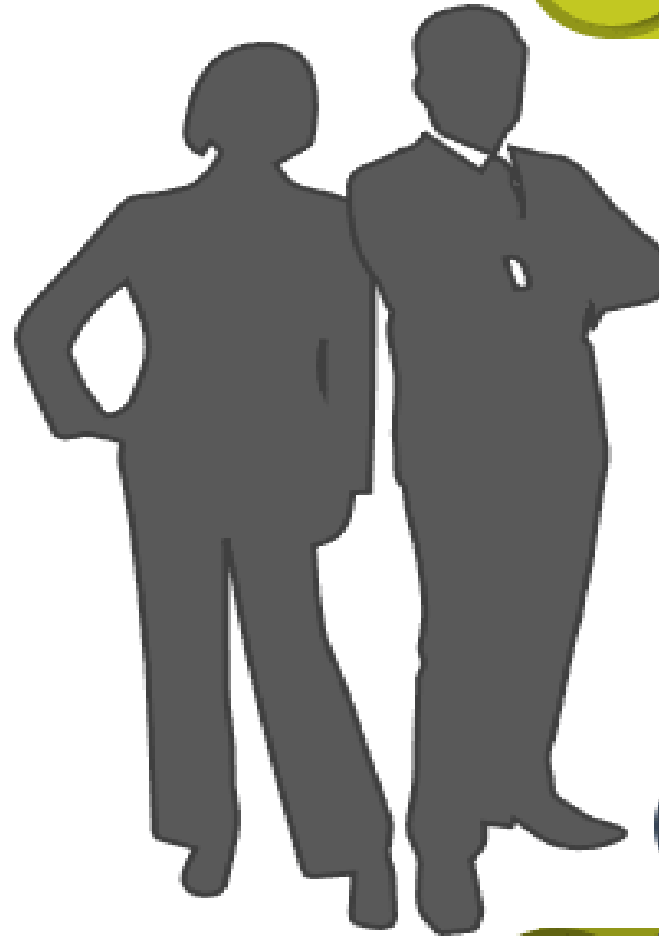

Anger   Joy   Surprise

Disgust   Sadness   Fear

BODY LANGUAGE

Importance of Body Language

01 Be successful in different aspects of life

02 Increase in self-confidence

03 Being the charm

04 Public Speaking

05 Raising self-esteem

06 Attract the audience

07 Workplace and relationship success

POSITIVE BODY LANGUAGE

NEGATIVE BODY LANGUAGE

HEAD NODDING

shows patience, understanding

MAINTAINING EYE CONTACT

shows interest, confidence

SMILING GENUINELY

shows positivity, warmth

LEANING FORWARD

shows interest, concern, understanding

FURROWED BROW

shows confusion, disagreement, discomfort

LACK OF EYE CONTACT

shows discomfort, dishonesty

FROWNING

shows discomfort, disinterest, tension

LEANING BACK

shows resistance, disinterest, doubt

Body language during an Interview

Maintain good eye contact Don't wander

Don't cross your Arms. It comes off as defensive or Uninterested

Practice your Handshake arrange your Belonging Properly

Avoid trying to Cross your legs, This can cause Distraction when Switching legs

Keep an interested Expression and Don't forget to Smile

Remember good posture and Sit up straight

Don't overuse hand Gesture, you dont Want to distract from what You're saying

Remain calm, Don't let nerves make your feet do a tap dance

5 TOP ONLINE INTERVIEW TIPS

Make an Impression from a Distance

Look directly into the camera and not at the screen or monitor to make good eye contact

Don't be afraid to ask for a question to be repeated if you have not heard it properly. It is better to clarify

The sound system can be less than perfect so speak clearly and avoid mumbling or rushing your words

Be aware of your facial expressions and posture - they are a large part of your message online

Pause before answering a question to be sure the interviewer has finished speaking

TIME MANAGEMENT

Time management (TM) is a set of principles, practices, skills, tools and systems working together to get more value out of our time with the aim of improving the quality of our life.

TM involves knowing our goals, deciding on our priorities, anticipating future needs and making possible changes.

TM is a skill that can be learned, practiced and mastered with determination and repetition.

PRIORITY MATRIX

- The Eisenhower Matrix is also known as the Time Management matrix, the Eisenhower Box, and the urgent-important matrix. This tool helps you divide your tasks into four categories: the tasks you'll do first, the tasks you'll schedule for later, the tasks you'll delegate, and the tasks you'll delete.

The Priority Matrix
(Eisenhower Matrix)

	High Urgency	Low Urgency
High Importance	Action: **Do First**	Action: **Do Next** (or schedule)
Low Importance	Action: **Do Later** (or delegate)	No Action: Don't Do

How important is the task?

How urgent is the task?

PUNCTUALITY

- Punctuality refers to a person's quality of being on time. It plays an essential role in society, whether in people's daily lives or the workplace, as being on the dot has numerous advantages.

- Most people and organisations believe that punctuality is the key to success. It also teaches people the value of time; in other words, how to respect their own time and the time of others.

1. Punctuality Is to Do a Work at Its Right Time.

2. Punctuality Is Very Important to Get Ahead in Life

3. Good Student Always Follows Punctuality

4. Everyone Respects the Punctual Person

5. Punctual Person Is Never Lazy

6. Followers of Punctuality Are Always Happy

7. Punctuality Is Very Important for the Progress of Country.

8. Lack of Punctuality Reduces Trust

9. Lack of Punctuality Creates an Atmosphere of Despair
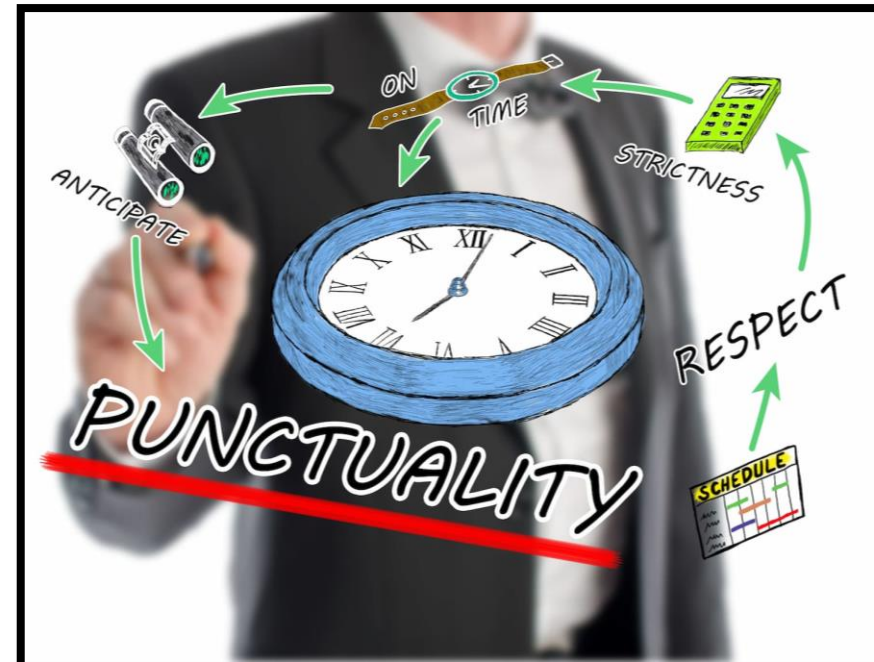
10. So, We All Have to Be Punctual

INDIAN PUNCTUALITY

- Indians are always blamed for not being punctual, this has affects our reputation with the clients of other countries also. Punctuality issues in India have always been a major concern, but still the majority of the population continues to follow their habit of not being punctual.

- IST, 'Indian Standard Time' is also very popularly known by another name which is 'Indian Stretchable Time' by a huge number of populations across the world.

- Also over the years it has been observed that majority of Indians have a casual attitude towards punctuality. They do not like to be ruled by the clock. Indians definitely have good regards for the people who are punctual in their work, but they never try to adapt this habit themselves.

STEPS TO ENSURE PUNCTUALITY

- **Make a Conscious Decision to Be on Time** - Acknowledging that you have developed a bad habit, allows you to make an informed decision to shift the negative impact on your career and your relationships.

- **Shift Your Mindset** - By shifting your thinking to "all important people are punctual" will change your thinking and place you in a prime position to demonstrate how you value others and yourself.

- **Recognize Why Being Punctual is a Priority** - Being on time may reduce your stress, reduce friction with your co-workers and reinforce to your manager that you are committed to your role and reliable.

- **Determine How Long It Takes to Perform Certain Tasks -** Often people who arrive late to work, struggle to determine how long it takes them to perform specific tasks.

- **Morning Rituals -** Preparation is the key to punctuality.

- **Don't Over-commit** – Learn to say 'No'.

- **Prioritize your To-Do list in advance**

MEASURES TO MAINTAIN TRAFFIC SENSE

- Obey traffic signals and signs
- Follow posted speed limits
- Avoid distractions such as phone calls while driving
- Always wear a seat belt
- Maintain your vehicle and ensure it functions properly
- Avoid aggressive driving
- Be aware of your surroundings

- Use your headlights at night
- Yield to pedestrians
- Keep a safe distance
- Watch for motorcycles
- Use turn signals
- Don't drink and drive
- Be extra cautious in bad weather
- Learn and follow traffic rules
- Stay Focused & Be Patient

SIGNIFICANCE OF PATIENCE AT WORK PLACE

- Keeping a cool head in difficult situations
- Making key decisions
- Finding better solutions to problems
- Keeping subordinates motivated and aligned with organization goals
- Improving communication effectiveness
- Creating a positive work environment
- Creative thinking
- Showing empathy
- Self-awareness
- Changing behavior among underperforming employees and in turn also improve the quality of their performance

MANAGING PROFESSIONAL BEHAVIOR AT WORK PLACE

CODE OF ENGINEERING ETHICS

-A written set of guidelines issued by an organization to its workers and management to help them conduct their actions in accordance with its primary values and ethical standards.

CODE OF PROFESSIONAL ETHICS IN ENGINEERING

1. **Honesty and integrity** Engineering professionals have a duty to uphold the highest standards of professional conduct including openness, fairness, honesty and integrity.

2. **Respect for life, law, the environment and public good** Engineering professionals have a duty to obey all applicable laws and regulations and give due weight to facts, published standards and guidance and the wider public interest.

3. **Accuracy and rigour** Engineering professionals have a duty to acquire and use wisely the understanding, knowledge and skills needed to perform their role.

4. **Leadership and communication** Engineering professionals have a duty to abide by and promote high standards of leadership and communication.

ENGINEERING ETHICS

01 Engineers shall hold paramount *(more important than anything else)* the public's safety, health, & welfare.

02 Engineers shall perform services only in the areas of their competence.

03 Engineers shall issue public statements only in an objective and truthful manner.

04 Engineers shall act for each employer or client as faithful agents or trustees.

05 Engineers shall avoid deceptive acts.