WORKPLACE ETHICS

Fresh Water Resources and Nature Conservation Center

Chuck Conlon
MERIT Technical Advisor
November 19, 2020

Learning Objectives

Participants will be able to understand:

1. Definition for Ethics
2. The Rationale – why?
3. Possible ethics violations
4. Reporting & investigation

Definition - Ethics

The moral code practiced by and standards that govern the conduct of a person or group of people.



Govt` Resolution # 33
Ethical Code of Conduct of Civil Servant

Policies:
Respect
Discrimination
Anti-Harassment

Societal Norms

Gov't Values: Integrity, Efficiency, Accountability, Free from conflict of interest, Respect & Communication, Planning & Time Management, Empathy

Ethics

Why is Ethical behavioral important to?

- The Government (Group No. 1)
- The Fresh Water Resources Nature Conservation Center (Group No. 2)
- Employees (Group No. 3)
- Fresh Water Center Clients (Group No. 4)

Advantages to the Government

- Commitment to improve transparency
- Increases public trust
- Prevent unethical conduct
- Uphold civil service values
- Improve standing in Global corruption index
- Attract investment



Advantages to the FWRNCC

- Achieves compliance with legislation
- Improves reputation
- Promotes a positive work environment
- Reduces organization risk
- Improves efficiency
- Enhances safety
- Promotes respect in the workplace
- Employer of choice
- Motivates collaboration

Advantages to Employees

- Provides a guide for conduct
- Creates a positive work environment
- Consistent with employee values
- Creates trust amongst employees
- Promotes respect amongst employees
- Enhances collaboration
- Promotes personal accountability
- Encourages good judgement



Advantages to Clients

- Enhances our credibility
- Promotes efficiency and innovation
- Enhances trust that support our environmental messages



Potential Code Violations or not – Discrimination

1. A leader shows favouritism;
2. A leader shows a female employee favouritism and expects sexual favours in return;

   Example: Provides an excellent performance rating that is not merited;
3. An employee likes to create a friendly work culture by telling sexual jokes that are demeaning to female employees;
4. Two employees decide to date each other;
5. An employee travelling with another employee, pressures the other employee to go back to their hotel room over dinner; and
6. An employee constantly refers to another employee as gay.

Potential Code Violations or not – Misuse of Organization Assets or not

1. An employee uses the work computer to print schedules for his/her football team;
2. An employee lets their child use the work computer to complete a school project;
3. An employee uses email to promote a specific political party; and
4. An employee uses their work computer to support a fundraiser for an orphanage in UB.

Potential Code Violations or not – Confidentiality & Failure to Keep Proper Records

1. An employee finds budget documents on a printer and tells other employees about new jobs planned;
2. An employee discovers the Performance assessments and bonuses and shares them with others;
3. An employee is instructed an employee to change a report for the government submission; and
4. A Manager/Employee fails to report an Ethics Violation.

Ethics – Reporting & Investigating

- Ensure you understand the situation;
- Identify behavioral concerns;
- If comfortable, speak to the person involved. Ask them to stop;
- Report the concern to your Manager, Manager's boss or Human Resources;
- Manager, Manager's boss or Human Resources investigates the concern;
- Participate in the investigation responding to questions;
- Investigator makes a determination and recommends action;
- Action is approved & implemented; and
- Keep your concerns confidential.

Ethics – Personal Accountability

Personal accountability

- Demonstrate ethical behaviors;
- Be a role model;
- Educate yourself and others;
- Report unethical behavior; and
- Avoid frivolous or vexatious issues.

Ethics – FWRNCC Accountability

FWRNCC Accountability

- Take reports seriously;
- Maintain confidentiality to extent possible;
- Investigate complaints;
- Take appropriate action: education, apologies, discipline;
- Ensure there is no retaliation; and
- Annual analysis of complaints.

ETHICS

OBJECTIVE:

FWRNCC BECOMES A ROLE MODEL FOR ETHICAL BEHAVIOR

&

A POSITIVE WORK ENVIRONMENT

MERIT
A CESO AND WUSC PROGRAM

Canada

Mongolia:
Enhancing Resource Management through Institutional Transformation

Address: Floor 3, National Times News Tower Khudaldaanii gudamj, Khoroo 1
Chingeltei district, Ulaanbaatar-15160 Mongolia

Phone: 7610-5000