

ETHICAL POLICY: FOR ADMISTRATION OF THE ORGANISATION

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ABSTRACT

In “Bhagwad Geeta” Lord Krishana at the pick time of war in Kurukshetra guided Arjuna about “Dharma”. And it is true Dharma to keep ethics in practice. The clear idea about ethics is described precisely in “Indian Ethos” like “Shrimad Bhagwat Geeta”, “Rigweda”, “Manu Smriti”, Neetishataka” etc. By the word “Ethics” we understand that it’s a positive moral of the human mind. Ethics in common term means is the “Neetimatta”. Author has tried to understand concept of ethics of Ancient era and modern era. Analyzing both era ethics, The author has tried to study ethics in organization descriptively. Author has tried To establish the relationship between administrative and ethical policies in the organization by secondary data sources.

Keywords: *Ethics, Modern, Ancient, Ethical Policies, Organization*

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INTRODUCTION

Now a days the “Ethics” has come in to light and is now being the part of today’s managerial environment. Ethics is the philosophy of management in any organization. The article of wall street journal in 1987 noted that one fourth of 671 executives surveyed by a leading research firm believed that the ethics can impede a successful career and that over one – half of all the executives they knew bent the rules to get ahead. Thus the ethical behavior of a person leads him towards success. In banks, corporate and even at various other sectors it leads to high profit and a high reputation, too.

From our research, we found that John Rawls tells that ethics is how we decide to behave when we decide we belong together. Ethics thus tries to find a right way of behavior it is protecting individuals’ rights. Ethics is the part of everyday’s life. But the difference between the two person is one reflects ethics and the other does not; that is what we observed on the some work places, while people are working. In reality, ethics is the human nature but people have covered it by various layers. So, it is quite deeper in our mind but it is. It is shining under all such layers.

RESEARCH OBJECTIVES

1. To study ethics in organization descriptively.
2. To establish the relationship between administrative and ethical policies in the organization by secondary data sources.

Administrative Policies and Ethics: -

Ethics and administration both can be related to each other, if we believe so, because eventually, ethics and ethical behavior both depend on the state of the mind of a person. Ethical behavior is a way of life, which is led by the moral of a person. No doubt, the person with ethics in mind will be stronger and more confident than those of unethical persons.

Administration if followed by ethics would be more powerful and sound. And sound administration generates strength within the organization. Such strength becomes a root cause of organizational effectiveness and efficiency; both will increase day by day.

A national survey conducted in 1990 was the standards of ethical practice and moral leadership of business leaders. 68% of the surveyed personalities told that the unethical behavior of executives is the primary cause of decline in business, standards, productivity and success. The survey further suggested that because of perceived low ethical standards of executive class, workers feel justified in responding in kind through absenteeism, theft and poor performance. From the research, we know that Dewey also opens that “Ethics are essentially reflective conduct and believed that the distinction between custom and reflective morality is clearly marked”.

1. Understanding and importance of Ethics:-

Ethics can be defined as “common belief either acquired or imposed that guides the individual actions and reactions to attain the goal by the right way.”

It is human values, which is quite personal, which shows the person what is right, what is wrong, what is fair, what is unfair. From our research, we found that Jean Paul suggested that like it or not, we are by definition, moral creatures because our collective existence condemns us continuously to make choices about “what we ought to do?” in regard to others. Ethics is primarily a communal collective enterprise. It is like the study of our web of relations.

2. In the corporate Arena:

Managers have strong sense of responsibility while having company deals. Each person, company decisions and questions arise that put the managers in trouble. Too often we see “Theory driven” behavior of the managers. And we then often derive what a manager should follow what should be perform and consider etc. are the questions which deal with ethics only. Ethics is a condition that influences the managerial decisions. Individual managers and high ranked executives are often directly responsible for the end of the corporation as high reputation or a legal scandal. Thus for managerial purpose, ethics is the edge of future.

3. Drives of Ethical Thinking:-

We, by definition derive that ethics is acquired or imposed value or belief of a person. We can say that following two are the main drives for ethical thinking.

A) Acquired value/belief: Ethics is the acquired belief, we say because from the environment the position gets it, catches it, experiences it and grasps it. The main factor as per our view is the environment by which he or she is, surrounded, our mythology like “ *Manusmriti*”,

“*Neetimatta*” etc. also helps us to acquire them if we wish. In some cases, self efforts can be considered as the factors to acquire ethics.

B) Imposed value/ Belief:-

When a person is compelled or imposed he/she accepts ethical behavior and ethics too. But imposed ethics if not practiced for long phase may not last for longer period. Ethics in such case can only be reflected in presence of that typical person. Again , mythologies also come in the picture. Sometimes, mythology may impose us some specific behavior. In some cases, we may acquire ethics from mythology.

So what mythology does? Whether it imposes or acquires ethics?

4. Personal ethical conduct:-

Personal ethical conduct is developed by the drives of ethical behavior. Because acquire or imposed ethical value or belief of a person leads him/her to behave ethically. And the inner state of a person’s mind leads him to have ethical behavior. For any organization, manager is he who develops the organization. So we should consider manager’s characters.

◆ **Manager’s character:-**

Manager should have the responsibility for the sense of integrity and the ability to convince oneself of rightness of one’s action. We consider 3 main aspects here for a manager’s character.

a) **Fairness:-**

It is such a loaded term that the manager may too quickly identify himself. And the essence of fair treatment is a relevant category for ethical conduct.

b) **Role responsibility:-**

It is one of the crucial areas for ethical conduct. A role responsible person at the work place is ethical. This is the most important aspect for ethical management.

c) **Global thinking and internal ethical working:-**

An ethical manager should think globally and act locally. But at the same time he should work ethically within the organization. So he must have global thinking and internal ethical working abilities.

5. Ethical behavior at works and in society:-

From the research we have found that ethical behavior always pays positively either at the work place or in the society. As we have seen ahead the two drives of ethical thinking leads

to personal ethical conduct same way the ethical conduct should be at work place and also in the society. And that's why or per our survey by interview method of Junagadh businessmen, we saw that most of them agreed about the follow up of ethics at their workplace/ business and in their lives.

“The application of ethics strengthens us more and makes us more powerful” this is what some of the bank officers told who are serving in a bank here. In case of big organization, CEO supports ethics but he may not impose on others unilaterally. But if the top management is not supportive to ethics even the most responsible organization will begin to black side in commitment.

6. Ethics related policies:-

Our administration policies should match with ethical policies. These are the cases where CEO has supported ethics even at the financial loss, and became the part of lore in the organization.

In one of the case Cummins Engine Company: The company started its operations. Recently in 1930. J. Miller became CEO. His personality and leadership were critical contribution to the developing ethos of the organization. Company's current CEO Henry B. Schacht continued his leadership role with the similar ethical policies. Many organizations adopt code of ethics but that only does not make the organizations ethical, such code of principles and policies should reach to the employees.

FOLLOWING ARE SOME ETHICS RELATED POLICIES

General Policy

Ethics is committed to maintain the highest professional standards in all of its academic and administrative operations; promoting ethical practices among its students, faculty, and employees; are ensuring a level of accountability appropriate for a public institution.

Intellectual Honesty

Personal interactions among community members should be characterized by truthfulness, candidness to new ideas, and consideration for the rights of others. Everybody should respect the right of others for freedom of thought, opinion, speech, and association.

Personal Conduct

Employees shall present information accurately, comply with policies to the best of their ability, and use the institution's resources appropriately. Each employee is responsible for avoiding real or

apparent conflicts of interest, ensuring that authority is exercised within a framework of accountability. Employees must ensure the organizational interests are foremost in all official decision-making and shall remove themselves from decision-making roles.

7. Shared Responsibilities for ethical practices:-

As per above talk, only the CEO of the organization cannot generate ethical organization unless he passes them to his employees. So for the ethical management and conduct there should be shared responsibilities amongst the employees and management both. To develop ethical organization is not only the responsibility of a CEO or a manager, but the employees should also be committed to share this responsibility. For the practice concerned to all organizational, human factors must share the responsibility and make the organization and the self-concrete. Like Swami Vivekananda tells it, “Be and make”

8. Computing Ethics:

Computing resources are available for processing business and communications. Access to and use of computing technology places a responsibility on each employee to conduct computing business in the same ethical manner that is required of all other official conduct with added concerns for:

- 1) Legal use of licensed software
- 2) Authorized access to and valid use
- 3) Protection of confidential information of data
- 4) Authorized use of hardware/software/ periphery devices
- 5) Asset management
- 6) Right to privacy
- 7) Respect for and safeguarding of security passwords, user identify, and system access.

9. Ethical training:

We found that shared responsibility can be one of the crucial factors for ethical organization. And only CEO cannot generate ethical management in organization, the employees should also be familiar and committed. This is the function of ethical training. Yes!

Ethical training means the training with the objective to shape the behavior of participants for the ethics and to generate ethical organization gradually. The training may contain lectures, exercises, and case of how ethics help them. So, that they can learn, understand, feel and experience “Ethics”.

Experts can help a lot, but one of the most important things is “*Manobal*” of the person and the burning desire to create ethical organization.

CONCLUSION

The findings of the research lead the researchers to some very remarkable conclusions, some of which are:

- Ethics is a kind of congenital factor, which cannot be taught to any person but it is a kind of factor which can be cultivated in a person.
- Ethics is related to such aspect of a person’s mind which is based on the mythology and a real Indian do not want to break it out and tries to be in the boundary of the related ethics.
- Ethical behavior of the person either at works or society is identical and just similar because person behaving ethically at one place follows ethics at the other.
- Ethics is the shared responsibility of each and every person of the organization and the cooperation of Top management is always required.
- Ethics related policies presented here by us if followed, would give better results and higher performance and productivity.

Research carried out by us shall be characterized by the highest standards of integrity and ethical behavior. Every effort shall be made to ensure that all research data is represented completely and accurately.

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