

MODULE: CCMPE501: PROFESSIONAL ETHICS

COMPETENCE: CCMPE501 APPLY PROFESSIONAL ETHICS

LEARNING HOURS:30

INTRODUCTION

- **Definition: Professional ethics** are principles that govern the behaviour of a person or group in a business environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment.
- **Ethics** is a fundamental requirement of any profession. It is integral to the success of the business as well. Ethics is a system of moral principles governing the appropriate conduct of a person or a group. Maintaining good ethics is being consistent with the principles of correct moral conduct constantly.
- **A code of ethics** outlines the ethical principles that govern decisions and behavior at a company or organization. They give general outlines of how employees should behave, as well as specific guidance for handling issues like harassment, safety, and conflicts of interest

EXAMPLES OF PROFESSIONAL ETHICS

Some of the important components of professional ethics that professional organizations necessarily include in their **code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity**

5 PRINCIPLES OF ETHICS

1.Autonomy: To respect the rights of clients to be self-governing within their social and cultural framework.

2.Nonmaleficence: To do no harm to others.

3.Beneficence: To do good to others; to promote the well-being of clients.

4.Justice: Characteristic of being just or fair

5.Fidelity: Defined as being faithfulness to one's duties

LERARNING UNIT1: APPLY HUMAN VALUES

Human values are the **virtues** that guide us to take into account the human element when we interact with other human beings.

Example for human values:

- I. respect,
- II. acceptance,
- III. consideration,
- IV. appreciation,
- V. listening,
- VI. openness,
- VII. affection,
- VIII. empathy
- IX. and **love** towards other human beings.

LEARNING OUTCOMES 1.1: VALUATE HUMAN RIGHT.

1.1.1: Human Right Issues

Human rights are defined as the basic rights and freedoms to which all humans are entitled.

1. **Privacy:** Privacy is the ability of an individual or group to seclude themselves, or information about themselves, and thereby express themselves selectively. The boundaries and content of what is considered private differ among cultures and individuals, but share common themes
2. **Independence:** The definition of **independence** is freedom from the control or influence of others. When kids grow up and move out and start making their own decisions, this is an example of **independence**.
3. **Security:** **Security** gives a lender or obligee a legal **right** of access to the pledged asset and to take their possession and title in case of default for a foreclosure sale
4. **Right to vote:** suffrage for all adults who are not disqualified by the laws of the country. Type of: enfranchisement, franchise. a statutory **right** or privilege granted to a person or group by a government (especially the **rights** of citizenship and the **right to vote**)
5. **Medication:** Sticking to your **medication** routine (or **medication** adherence) means taking your **medications** as prescribed, the **right** dose, at the **right** time, in the **right** way and frequency.
6. **Education:** the *right to education* is legally guaranteed for all without any discrimination. states have the obligation to protect, respect, and fulfil the *right to education*. there are ways to hold states accountable for violations or deprivations of the *right to education*.
7. **Employment:** **LAW** the **rights** that an **employee** has to be treated in a fair, morally acceptable, or legal way: There has been an increase in the level of awareness of issues such as health and safety and **employee rights**.
8. **Promotion:** A **promotion** is an attempt to make a product or event popular or successful, especially by advertising.
9. **Leave (Holydays):** A *holiday* is a day set aside by custom or by *law* on which normal activities, especially business or work including school, are suspended or reduced.

1.1.2: INTELLECTUAL PROPERTY RIGHT

Intellectual property rights refer to the general term for the assignment of **property rights** through patents, copyrights and trademarks. These **property rights** allow the holder to exercise a monopoly on the use of the item for a specified period.

Or

Property rights are theoretical socially-enforced constructs in economics for determining how a resource or economic good is used and owned. Resources can be owned by (and hence be the property of) individuals, associations, collectives, or governments. Property rights can be viewed as an attribute of an economic good.

examples property rights :

- i. buildings,
- ii. land,
- iii. copyrights,
- iv. patents,
- v. money,
- vi. etc.....

THREE CHARACTERISTICS OF PROPERTY RIGHTS

1. **exclusivity** (all the costs and benefits from owning a resource should accrue to the owner),
2. **transferability** (all property rights should be transferable from one owner to another in a voluntary exchange) and
3. **enforceability** (property rights).

Property Rights Law

Property rights: Is define the theoretical and legal ownership of resources and how they can be used. In many countries, including the United States, individuals generally exercise private property rights or the rights of private persons to accumulate, hold, delegate, rent, or sell their property.

Types of property

In economics and political economy, there are three broad forms of property:

1. **private property:** is a legal designation for the ownership of property by non-governmental legal entities. Private property is distinguishable from public property, which is owned by a state entity; and from collective (or cooperative) property, which is owned by a group of non-governmental entities.
2. **public property:** is property that is dedicated to public use and is a subset of state property. The term may be used either to describe the use to which the property is put, or to describe the character of its ownership (owned collectively by the population of a state).
3. **collective property (also called cooperative property):** is a shorthand utilized here for the possibility that the domain of a country state, and specifically the pieces of that region that are not private property, are claimed "all things considered" by the general population with the administration going about as their specialist.

1.1.3: CONFIDENTIALITY

Confidentiality involves a set of rules or a promise usually executed through confidentiality agreements that limits access or places restrictions on certain types of information.

In sum, the keeping of patient confidentiality is considered important because it is basic to a relationship built on trust and respect.

LEARNING OUTCOME 1.2: PROMOTE INTEGRITY.

Promoting integrity means developing and maintaining an organizational culture or environment that supports ethical conduct. It involves making expectations about individual conduct clear and ensuring the public authority has robust systems, policies and processes in place to support ethical behavior.

1.2.1: Civic Virtues

Civic virtue is morality or a standard of righteous behavior in relationship to a citizen's involvement in society.

Civic virtue is the cultivation of habits important for the success of the community. Closely linked to the concept of citizenship, civic virtue is often conceived as the dedication of citizens to the common welfare of their community even at the cost of their individual interests.

principle of civic virtue

Civic virtue, in political philosophy, personal qualities associated with the effective functioning of the civil and political order, or the preservation of its values and principles.

EXAMPLE OF CIVIC VIRTUE

- 1. Tax Compliance:** Is the degree to which a taxpayer complies (or fails to comply) with the tax rules of his or her country, for example by declaring income, filing a return, and paying the tax due in a timely manner.

Tax compliance means making **tax** payments and producing and submitting information to the **tax** authorities on time and in the required formats. We have developed a **tax compliance** management software which helps to manage the **tax compliance** of your organization.

- 2. Environmental Protection:** Environmental protection is the practice of protecting the natural environment by individuals, organizations and governments. Its objectives are to conserve natural resources and the existing natural environment and, where possible, to repair damage and reverse trends.
- 3. Self-reliance:** *Self-reliance* is the ability to do things and make decisions by yourself, without needing other people to help you. People learned *self-reliance* because they had to.
- 4. Honesty:** *Honesty* is a facet of moral character that connotes positive and virtuous attributes such as integrity, truthfulness, straightforwardness, including straightforwardness of conduct, along with the absence of lying, cheating, theft, etc. *Honesty* also involves being trustworthy, loyal, fair, and sincere.

1.2.2: Respect for others

If you're looking to improve your relationships, whether business or personal, try these five easy ways to show your gratitude and respect for others:

- **Listen:** I know it sounds easy, but listening truly listening can be one of the hardest skills to master.
- **Encourage:** If you've ever had a bad day, then you know the power a little encouragement can have. We've all had moments when we need someone to tell us, "don't worry, things will work out."
- **Congratulate:** If someone does a great job, let them know about it. In fact, let everyone know about it. Openly congratulate someone for a job well done, especially if you're a manager. Employees will work harder and happier knowing their manager has a mutual respect for them and is willing to express praise and gratitude when it's deserved.
- **Be Helpful:** If you find a friend or coworker in a jam, be willing to help them if at possible. Not to say you should take on half their project, but offering some advice or throwing in a bit of your time will mean a lot.
- **Say thank you:** Appreciate your friend if necessary.

LEARNING OUTCOME 1.3: VALUATE TIME

The **period of time** in which a money manager's performance is **evaluated** against some standard. A money manager will have an **evaluation period** at the beginning of employment, and may have later **evaluation** periods during the course of a career.

1.3.1: Preparation of Agenda

AN AGENDA

An agenda is a list of personal, group or meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be acted upon. It may, but is not required to, include specific times for one or more activities.

PURPOSE OF AN AGENDA?

The agenda serves as a notice of meeting if it is sent out to meeting participants in advance. List of items/topics - The agenda is a list of topics that will be discussed. The agenda enables participants to prepare in advance for the topics so that they can make a more valuable contribution

TYPES OF AGENDA

1. **Agenda of Meeting:** is a list of items that participants hope to accomplish at a meeting. identify whether other employees are needed to help you plan the meeting. Then, decide what you hope to accomplish by holding the meeting, and establish doable goals for your meeting. The goals you set will establish the framework for an effective meeting plan. Make certain that you have not planned more than is reasonably achievable within the timeframe of your meeting.

In addition to the purpose or goal of the meeting, also include with your agenda:

- A date, time, and location for the meeting
- Participants needed in the meeting
- Items for discussion
- The amount of time that you anticipate the group will need to discuss each item

2. Personal Agenda: It means you are a person who has some kind of **individual** outcome for yourself in mind, perhaps in contradiction to what others have in mind for themselves or for you.

Or

personal agendas." Personal agendas are subjective rankings of issues in terms of their personal importance to the individual as well as their perceived importance for others.

LEARNING OUTCOME 1.4: ANALYZE VARIETY OF MORAL ISSUES.

1.4.1: Reason of Behaving Unethically:

Unethical behavior is an action that falls outside of what is considered morally right or proper for a person, a profession or an industry. Individuals can **behave unethically**, as can businesses, professionals and politicians.

The following are the reason of Unethical behavior:

- 1. Resource Crunch:** A critical moment or situation, especially **one** that occurs because of a shortage of time or **resources**: a year-end **crunch**; an energy **crunch**. c. A period of financial difficulty characterized by tight money and unavailability of credit.
- 2. Opportunity:** a time or set of circumstances that makes it possible to do something.
- 3. Attitude:** a settled way of thinking or feeling about something.

EXERCISES FOR LEARNING UNIT 1

1. Read careful the following statement, answer by using TRUE or FALSE

- A) The components of professional ethics include the code of conduct, integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity.
- B) Professional ethics is defined as all principles that govern the behaviour of a person or group in a business environment.
- C) A code of ethics describes people and institutions in environment only.
- D) Human rights are the basic rights and freedoms to which all humans are entitled.
- E) property rights examples include buildings, land, peoples and copyrights.

2. Read careful the following statement, Fill the blankets.

A) The three characteristics of property rights include **exclusivity, transferability and.....**

B) private property: is a legal designation for the..... of property by non-governmental legal entities

c) collective property is also called..... which is owned by a group of non-governmental entities.

3) Explain 20 human rights you know?

4. Differentiate Personal Agenda and meeting agenda
5. Describe briefly the purposes of AGENDA?

LEARNING UNIT2: RESPECT ENGINEERING ETHICS.

LEARNING OUTCOME2.1: APPLY RULES AND REGULATIONS OF THE WORK.

Regulation. Regulations are **rules** made by a government or other authority in order to control the way something is done or the way people behave. **Regulation** is the controlling of an activity or process, usually by means of **rules**.

❖ Different Professional rules and regulations:

In many **professions**, knowledge of the workings of **professional regulation** is expected or even required of all members of the profession. The most common **definition** of 'regulated profession' is that the profession has a governing or **regulatory** body that is sanctioned by law to govern or regulate a profession.

- a) **Public Building regulations:** A **building code** (also **building control** or **building regulations**) is a set of rules that specify the **standards** for constructed objects such as **buildings** and nonbuilding structures. Codes regulate the design and construction of structures where adopted into law.

The purpose of building regulations

The Building Regulations are intended to protect people's safety, health and welfare in and around buildings. The regulations are also designed to improve conservation of fuel and power, protect and enhance the environment and promote sustainable development. Local councils administer the regulations.

b) Human Settlement Policies:

Human Settlement means cluster of dwellings of any type or size where human beings live. For this purpose, people may erect houses and other structures and command some area or territory as their economic support-base.

The National Human Settlements Development Policy promotes urban agriculture as an economic activity that provides income and employment opportunities and a reliable supplementary source of food supply to urban dwellers at affordable prices.

LABOR CODE

- ❖ **Labor Code:** (also called a code of labor laws) is a codification of labor laws in legislative form.

TYPE OF LABOR CODE

- a) **National labor code:** protect the rights of employees and employers inside the country. Congress enacted the National Labor Relations Act ("NLRA") in 1935 to protect the rights of employees and employers, to encourage collective bargaining, and to curtail certain private sector labor and management practices, which can harm the general welfare of workers, businesses and the U.S. economy.

- b) **International labor code:** protect the rights of employees and employers abroad of their country. International Labor Organization. The International Labor Organization (ILO) is a specialized agency of the United Nations, consisting of 187-member countries, that deals with labor issues. Members of the ILO can voluntarily adopt and ratify the conventions by enacting the rules in their domestic law.

LEARNING OUTCOME2.2: APPLY CREDIBLE MANAGEMENT OF THE WORK.

❖ Ethical theories about Right Action

Ethics or moral philosophy is a branch of philosophy that involves systematizing, defending, and recommending concepts of right and wrong conduct. The field of ethics, along with aesthetics, concerns matters of value, and thus comprises the branch of philosophy called axiology.

1.Utilitarian Theory: Utilitarian **ethical theories** are based on one's ability to predict the consequences of an action. To a utilitarian, the choice that yields the greatest benefit to the most people is the one that is ethically correct. There are two types of utilitarianism, act utilitarianism and rule utilitarianism.

The nature of Utilitarianism

Utilitarianism is an effort to provide an answer to the practical question “What ought a man to do?” Its answer is that he ought to act so as to produce the best consequences possible.

2.Duty Ethics: *Duty-based ethics* are usually what people are talking about when they refer to 'the principle of the thing'. *Duty-based ethics* teaches that some acts are right or wrong because of the sorts of things they are, and people have a *duty* to act accordingly, regardless of the good or bad consequences that may be produced.

3.The virtue Theory: Virtue ethics is currently one of three major approaches in normative ethics. It may, initially, be identified as the one that emphasizes the virtues, or moral character, in contrast to the approach that emphasizes duties or rules (deontology) or that emphasizes the consequences of actions (consequentialism).

4.Self- realization ethics: The **Ethics of Self-Realization**. Abstract: The naturalistic extension of "developing your potential" for **realization of self** is outlined as an **ethical** philosophy. The theory of **self-realization** is that a life of excellence is based on the **actualization** of human potentialities.

5.Justice (Fairness) theory: *A Theory of Justice* is a 1971 work of political philosophy and ethics by John Rawls, in which the author addresses the problem of distributive justice (the socially just distribution of goods in a society). The theory utilizes an updated form of Kantian philosophy and a variant form of conventional social contract theory. Rawl's theory of justice is fully a political theory of justice as opposed to other forms of justice discussed in other disciplines and contexts.

LEARNING OUTCOME2.3: WORK WITH TEAM SPIRIT.

- ❖ **Cooperation:** Cooperation is the process of groups of organisms working or acting together for common, mutual, or some underlying benefit, as opposed to working in competition for selfish benefit. Many animal and plant species cooperate both with other members of their own species and with members of other species.



- ❖ **Empathy:** Empathy is the capacity to understand or feel what another person is experiencing from within their frame of reference, that is, the capacity to place oneself in another's position. There are many definitions for empathy that encompass a broad range of emotional states.

1.Understanding Others: it means you can understand what a person is feeling in a given moment, and understand why other people's actions made sense to them. ... Our brains are wired to experience the emotions that someone else is feeling.

2.Service Orientation: Service orientation is the ability and desire to anticipate, recognize and meet others' needs, sometimes even before those needs are articulated. Service oriented people focus on providing satisfaction and making themselves available to others.

3.Uplift others: Uplift is the act of raising something or of influencing someone in a positive way that elevates him.

4.Leveraging diversity: It involves creating opportunities throughout an organization so that the talents of all employees can be fully realized. ... As a tool to **leverage diversity**, inclusiveness focuses on using the unique strengths of each employee to increase the productivity and profitability of an organization.

5.Political awareness: Political awareness is a key component in empathy, which in turn is part of Emotional Intelligence. Some commentators have suggested that political awareness is about sensitivity to public policy and government, and the agendas driving politicians.

EXERCISES FOR LEARNING UNIT 2

1. What do you understand by “credible management of the work”
1. Describe briefly 5 characteristics of Ethical theories about Right Action?
2. What are the advantages of labor code to the employees and employers?
3. What are the main purpose of the purpose of building regulations?
4. Describe briefly 5(five) characteristics of empathy personal?

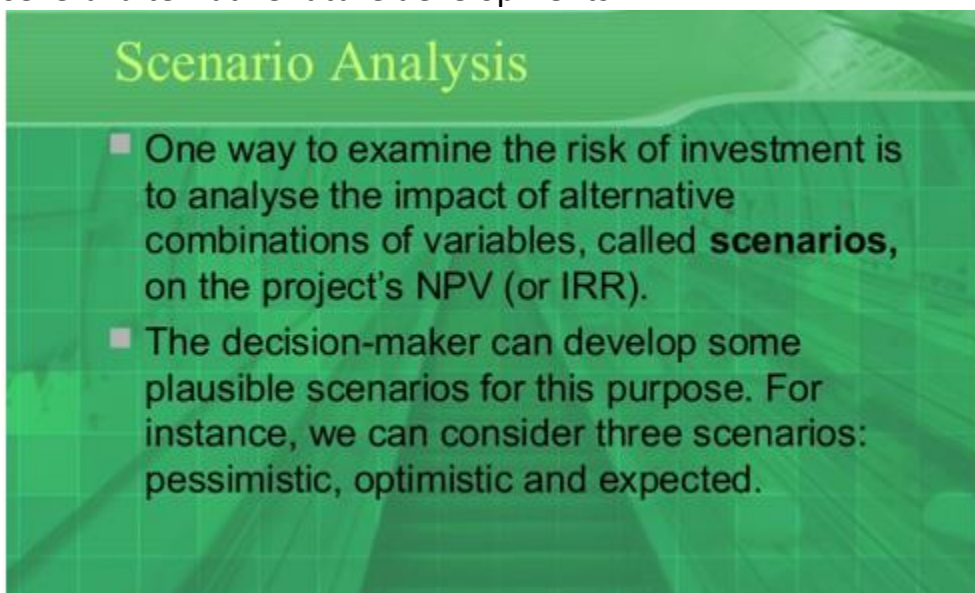
LEARNING UNIT3: APPLY SAFETY.

LEARNING OUTCOMES3.1: ANALYSE RISK.

Risk analysis is the review of the **risks** associated with a particular event or action. It is applied to projects, information technology, security issues and any action where **risks** may be analyzed on a quantitative and qualitative basis. **Risk analysis** is a component of **risk** management.

❖ ANALYTICAL METHODS FOR RISK ANALYSIS:

1.SCENARIO ANALYSIS: Scenario analysis is a process of analyzing possible future events by considering alternative possible outcomes. Thus, scenario analysis, which is one of the main forms of projection, does not try to show one exact picture of the future. Instead, it presents several alternative future developments.



Scenario Analysis

- One way to examine the risk of investment is to analyse the impact of alternative combinations of variables, called **scenarios**, on the project's NPV (or IRR).
- The decision-maker can develop some plausible scenarios for this purpose. For instance, we can consider three scenarios: pessimistic, optimistic and expected.

2.FAILURE MODE AND EFFECT ANALYSIS: Failure mode and effects analysis also "failure modes", plural, in many publications—was one of the first highly structured, systematic techniques for failure analysis. It was developed by reliability engineers in the late 1950s to study problems that might arise from malfunctions of military systems.

3.FAULT-TREE ANALYSIS: Fault tree analysis is a top-down, deductive failure analysis in which an undesired state of a system is analyzed using Boolean logic to combine a series of lower-level events.

4.EVENT-TREE ANALYSIS: Event tree analysis is a forward, bottom up, logical modeling technique for both success and failure that explores responses through a single initiating event and lays a path for assessing probabilities of the outcomes and overall system analysis.

5.HUMAN ERROR: Human error has been cited as a primary cause contributing factor in disasters and accidents in industries as diverse as nuclear power, aviation, space exploration,

and medicine. Prevention of human error is generally seen as a major contributor to reliability and safety of systems.

LEARNING OUTCOME.3.2: APPLY PERSONAL SAFETY PRECAUTIONS.

- ❖ **Safety and Risk:** When we refer to **risk** in relation to occupational **safety** and health the most commonly used **definition** is '**risk** is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.

Major categories of control measures

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment.



- ❖ **Saving Endangered Lives (Occupational hazards):** Endangered species, any species that is at risk of extinction because of a sudden rapid decrease in its population or a loss of its critical habitat. Previously, any species of plant or animal that was threatened with extinction could be called an endangered species.
- ❖ **Safe Exit:** An emergency exit is an exit that is used to provide a safe means of escape from a structure or area in the event of an emergency, such as a fire. The exit must be in an easily accessible, unobstructed, and permanent location.

LEARNING OUTCOME.3.3: RESPECT HYGIENIC RULES.

Maintenance of Hygiene: Hygiene is the practice of keeping yourself and your surroundings clean, especially in order to prevent illness or the spread of diseases. Be extra careful about personal hygiene.

Importance of PPE: PPE is equipment that will protect workers against health or safety risks on the job. The purpose is to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective to reduce these risks to acceptable levels.

Five functions of PPE used for engineering works

The PPE used for concrete works have many function on our body during the site work, such as:

- 1.Head protection:** hard hats for safety against potential falling objects, bumps from fixed objects or head contact with electrically hazardous machinery should be worn at all times in factory or construction sites. Hats should also be routinely inspected for cracks deterioration or dents. It should also be replaced after an accident to maintain good condition.
- 2. Hearing protection should** also be used when working with noise machines or in high noise areas
- 3 .Eyes face protection:** Safety glasses, face shields are used in conjunction when using machinery that might get into the face. Examples include anything to do with grinding, cutting or welding or nailing. Harmful chemicals or flying particles are a hazard. Glasses or shields should also be own if the worker is supposed to work on electrical systems that are energized to provide safety from electrical hazards.
- 4.Safety boot:** boots with puncture resistant soles or slip resistant or even common work shoes should be worn by workers in construction. When using heavy equipment, safety toes footwear is essential to prevent toes being crushed or falling objects
- 5.Goggles:** right gloves should be worn for the right job. Heavy duty rubber gloves in concrete related work, welding gloves or insulates gloves and or sleeves for electrical jobs

Advantages and disadvantages

Some specific advantages of PPE: Personal protective equipment are what keeps workers safe in doing in their jobs.

- ✓ High wearing rate
- ✓ Reduced losses
- ✓ Comfort

Disadvantages of PPE:

- ✓ Reduced efficiency
- ✓ Requires impressions to be taken by a professional
- ✓ Regular maintenance
- ✓ Hygiene problems during shaping if hands are not clean

Types of PPE for engineering works:

Protection gear such as:

- a) Safety goggles,
- b) Gloves,
- c) Overalls, or old clothes,
- d) Dust mask,
- e) Helmet,
- f) Safety shoes,
- g) Ear protection, and
- h) Knee pads (knees take quite a bit of punishment when laying a tile floor).



1.Cup face mask 2.Ear defenders 3.Rigger gloves 4. Rubber gloves



5. Safety helmet 6.Anti mist scratch resistance glass 7.Overalls 8. Knee pads

EXERCISES FOR LEARNING UNIT 3

- 1.Enumerate 10 advantages of using PPE at workplace?
- 2.What 10 types of PPE for engineering works?
3. Explain (5)five functions of PPE used for engineering works?
- 4.Explain major categories of control risk at workplace?

END!!!!