

Lesson Number	Title of the Lesson	Skills	Activity
2	Ethics In Daily Life	Interpersonal Relationships Decision Making	List out the ethics you have imbibed from your family. Evaluate, how relevant are they in present times
		Critical Thinking	

## **Summary:**

Ethics are a set of standard and rules that are required by an individual for leading a satisfactory family life and being a good worker. The word Ethics deals with 'moral issues' and with 'right and wrong' behaviour. Good Ethics affect our interpersonal relationships in life and at workplace. Ethics, at workplace help us to do a task to the best of our abilities and promote a cordial environment where all people can work in harmony getting each other's support. Thus, it is very important to list important rules which can guide our behaviour at home and at workplace. These rules are the 'Code of Ethics'. They can be developed by mutual agreement of the people involved. It is advisable to display Code of Conduct or Ethics at workplace as it would act as a constant reminder to the workers. Those who disobey these ethics should be exposed and punished. Infact, ethics should be taught from an early age so that they can be easily imbibed and become a part of our life.

## **Principal Points**

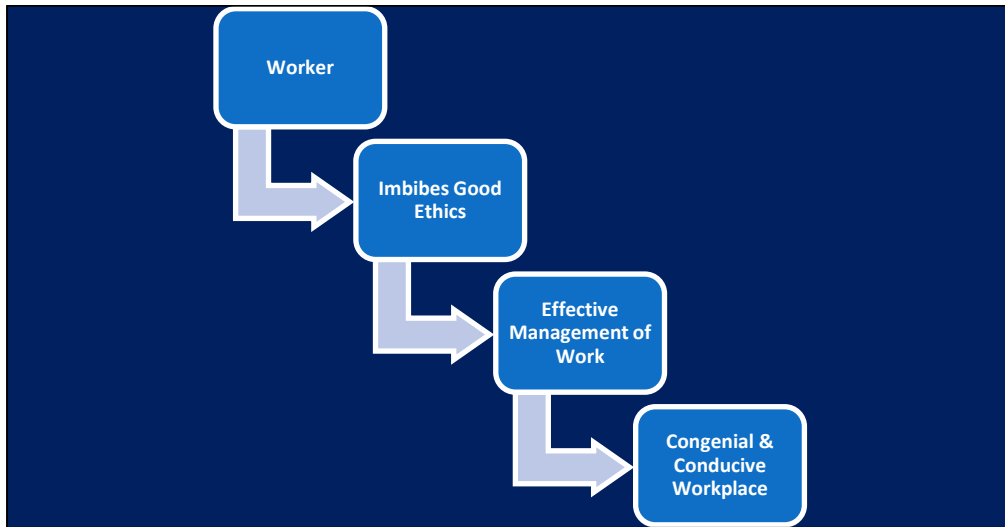
### **Ethical Behaviour**

- Sincerity & honesty
- Respect for self and others
- Respect for time & work
- Respect for environment

### **Workplace Ethics**

- Regularity & Punctuality
- Confidentiality
- Loyalty
- Cordial Relations with colleagues and clients
- Willingness to learn and take initiatives

## Build your understanding



## What is Important to learn

### **Salient Features Of 'Code of Ethics'**

- Be regular & punctual
- Be polite, courteous & respectful
- Willingness to learn and update oneself
- Efficient use of resources
- Strict adherence to rules, policies and procedures
- Dignity of labour
- Loyalty towards work and organization
- Work with sincerity
- Do not accept favours which have a negative influence
- Expose corruption

### Did you know:

#### **Common Ethical Problems at Workplace**

- Lack of punctuality
- Rude and impolite behaviour
- Wastage of resources
- Disregard for rules and regulations
- Irregularity
- Disloyalty

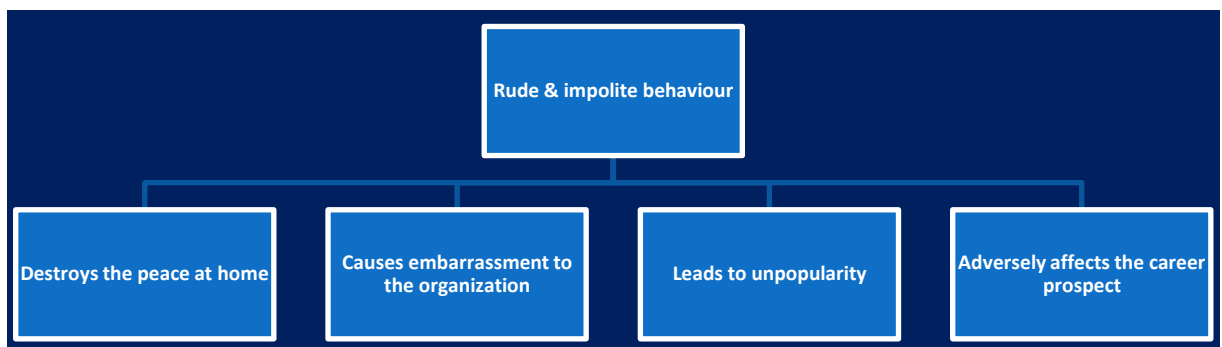
## Extend your Horizon

### Consequences of Unethical Behaviour

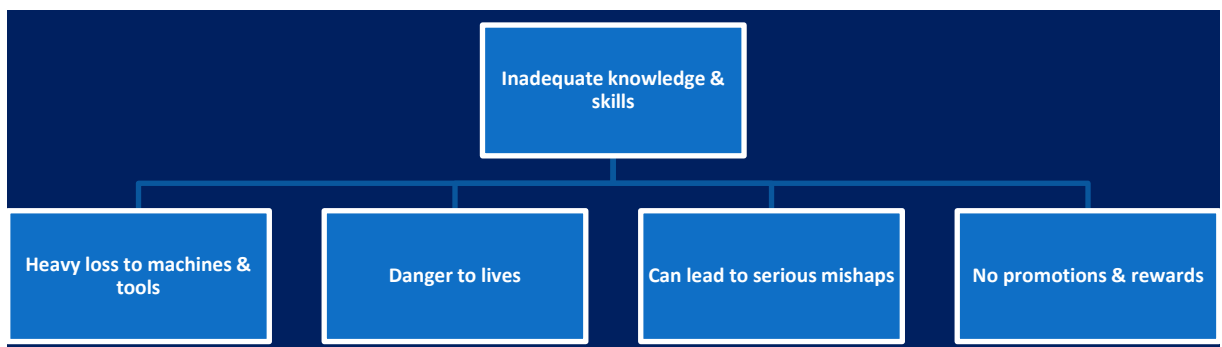
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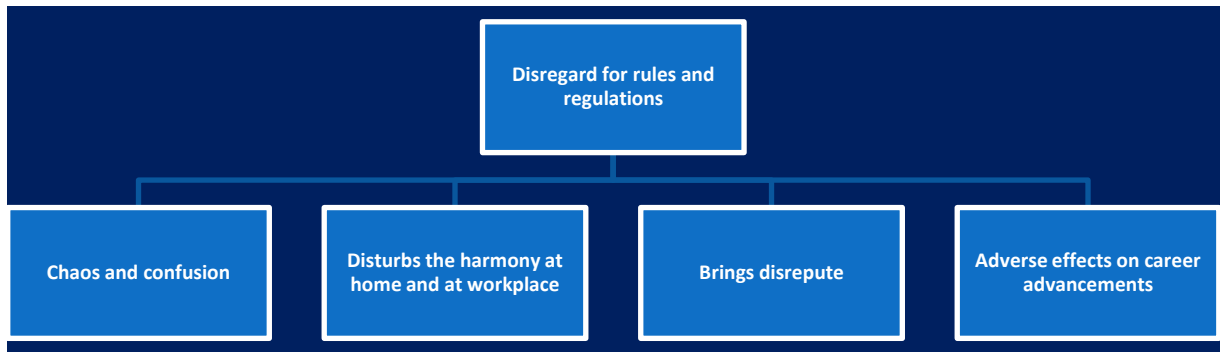
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### Evaluate yourself:

- Mr Sharma took bribe to leak important information of his office to the rival organization. Which unethical practise did he follow?
- Mr Varma always comes to office on time and does not take unnecessary leaves, name the ethical practise he follows

### Maximize your marks:

- Attempt all the exercises given in the lesson
- Manoj is lazy and avoids work. He is rude to the clients and does not attend to their problems. As his manager which two ethics will you suggest to him so that he improves his workplace ethics.