WORKPLACE ETHICS AND VALUE SYSTEMS

Subject Code	: 14MBA HR408	IA Marks	: 50
No. of Lecture Hours / Week	: 04	Exam Hours	: 03
Total Number of Lecture Hours	: 56	Exam Marks	: 100
Practical Component	: 01 Hour / Week		

Objectives:
1. To make students understand the meaning of good ethics, doing things right and the obstacles to making good ethical decisions
2. To enable students to identify and critically assess the principles and values they personally embrace and use in addressing the ethical issues which arise in their working lives.
3. To acquaint students with some of the major kinds of ethical problems encountered while performing work assignments and some possible ways of responding to them.

Module 1: (8 Hours)
Workplace Ethics: Introduction, Needs, Principals, Development of Personal Ethics, Workplace Ethics for Employees-Ethical behaviour in workplace- Professionalism, Ethical violations by employees, Employee Attitude and Ethics, Employee Etiquettes. Benefits of ethics in Workplace- employee commitment, investor loyalty, customer satisfaction, profits

Module 2: (8 Hours)
Conducting Professionalism at Workplace: Unethical Conduct for employees and employers. Factors leading to Unethical Behaviours. Different unethical behaviours. Measures to control unethical behaviours. Rewarding ethical behaviour

Module 3: (10 Hours)
Business Ethics and Corporate Governance: Overview of Business Ethics, Corporate Governance, Ethical issues in human resource management- The principal of ethical hiring, Firing, worker safety, whistle blowing, Equality of opportunity, Discrimination, Ethics and remuneration, Ethics in retrenchment. Ethical Dilemmas at workplace, Ethical issues in global business, corporate responsibility of employers.

Module 4: (8 Hours)
Workplace Privacy & Ethics: Watching what you say and what you do in the workplace, Hardware, Software and Spyware, Plagiarism and Computer Crimes, Convenience and Death of Privacy, Defence of employee privacy rights.

Module 5: (8 Hours)
Teamwork in the Workplace & Ethics: Teams, Elements of team, Stages of team development, team meetings, team rules, and teams work and professional responsibility, rules of professional responsibility, ASME code of ethics.

Module 6: (8 Hours)
Managing Change in Workplace through Ethics: Introduction to Change Management, Models of change, the Ethics of Managing Change, the role of ethics and responsibilities in

leading innovation and change, ethics based model for change management, ethics and risks of change management

Module 7: (6 Hours)
Ethics, Discrimination and Harassment at Workplace: Discrimination, sexual harassment, Creating awareness about workplace harassment, Vishaka Dutta vs. State of Rajasthan – Supreme Court directions. Compulsory workplace guidelines.

Practical Components:
1. To solve case studies on Workplace Ethics
2. To visit organizations and find out the problems and causes for unethical behavior at workplace.
3. To visit organizations and find out the measures adopted to control unethical behavior of employees.
4. To compare and contrast the various ethical codes of conduct practiced in organizations.
5. To study the recent cases on breach of workplace privacy.

RECOMMENDED BOOKS:
1. Ethical Theory and Business, 8th Edition, Tom L. Beauchamp, Norman E. Bowie and Denis Arnold
2. Business Ethics, 9th Edition, O.C. Ferrell, John Fraedrich, and Linda Ferrell, Cengage Learning.
3. How technology is compromising Workplace Privacy, Fredrick S Lane 111, AMACOM Div American Mgmt Assn, 2003
4. Ethics in the Workplace, Dean Bredeson, Keith Goree, Cengage Learning, 2011.
5. Ethics in 21st Century, Mary Alice Trent, Oral Roberts University, Longman.
6. Ethics in workplace, Elizabeth P Tierney, Oak tree press
7. Ethics in Workplace: System Perspective, William F Roth, Pearson, 2014.