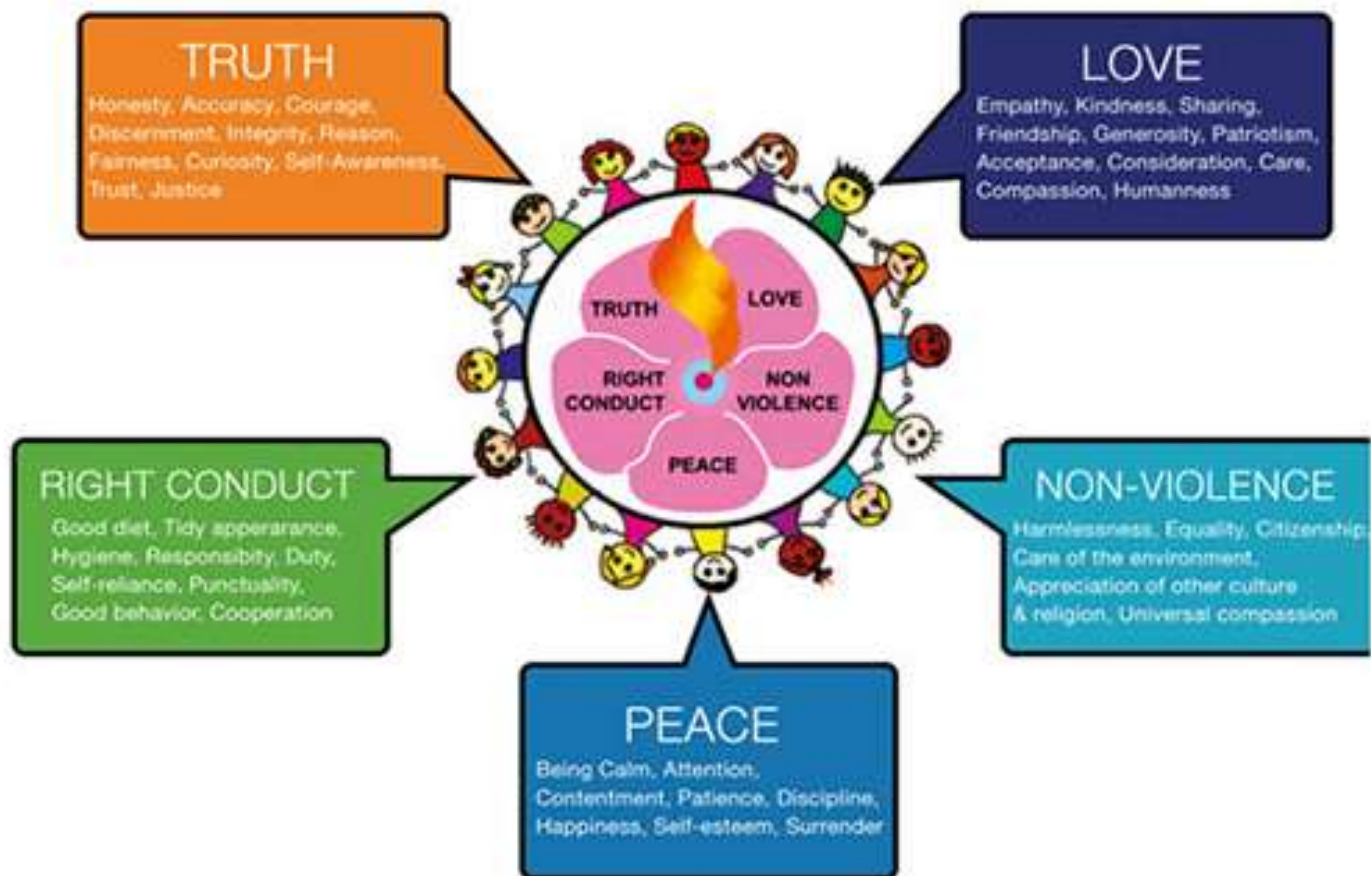


# HUMAN VALUES



# **Areas that ethical codes include:**

- Honesty
- Objectivity
- Integrity
- Carefulness
- Openness
- Respect for intellectual property
- Confidentiality
- Responsible publication
- Responsible mentoring
  - Respect for colleagues
- Social responsibility
- Non-discrimination
- Competence
- Legality
- Human subjects protection

# **Characteristics of an Ethical person**

## **1. Giving of one's best**

- Excellence is the state or quality of excelling. Achieving a little more than what is strictly expected. Particularly in the field of business and organizations, excellence is considered to be an important value, and a goal to be pursued.
- Sensitivity is the quality of sensing intensely, instinctively and instantly the feelings, emotions and reactions of other human beings, and avoiding anything that will alienate people, and going out of the way to anticipate and help.
- Integrity is consistency of actions, values, methods, measures, principles, expectations and outcome. As a holistic concept, it judges the quality of a system in terms of its ability to achieve its own goals.
- Responsiveness is being receptive to ideas, suggestions and requests in a positive way and with “will do” spirit.
- Vigour is being energetic, tireless and dynamic in performance;
- Commitment is being passionately dedicated to cause or task and total identification with it.
- Empathy is the capability to share and understand another's emotions and feelings. It is often characterized as the ability to “put oneself into another's shoes”.

- **Loyalty to team members**
- **Loyalty to customers**
- **Social responsibility**

## **Codes of Practice**

### **Things to Not Do**

- Do not tell the client, customer, or boss that you can do something when you cannot.
- When you accept an assignment. Do not use words like *me*, *mine*, *you* and *yours*.
- Do not steal from your employer.
- Do not underestimate your capabilities.