

Business Ethics Code of Ethics and Business Conduct

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Abstract

Researchers find that an organization's culture is a good indicator of the business profit that the corporation produces and that corporate integrity is a core aspect of culture. This article provides you with a complete understanding of what business ethics entails and reflects its relevance for any business and why it should be integrated into any enterprise. This article addressed the most relevant elements and attributes that can be contained in the code of conduct to have a clearer understanding of its significance and what should be prevented as it is regarded. The code of conduct of the United Nations World Food Program has been contrasted to a code of conduct utilized by a local corporation to demonstrate the shortage of features required in Lebanon. To reflect the use of code of conduct in small and medium-sized enterprises in Lebanon, phone call surveys were carried out. Just 12% of them have a written code of behavior. The position of H.R. divisions and management is quite important for every company continuity. It is their duty and obligation to determine their employees' ethical behavior.

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Introduction

Everyone personally or implicitly linked to an entity, and everyone looks at it from their viewpoint, is influenced by Corporate Ethics. The key viewpoints are those of lenders and creditors or the consumer and the seller. From a consumer standpoint, the good quality at a good price and a decent service is a concrete illustration of ethical conduct [1]. From the customers' viewpoint, an immoral act involves having a failed commodity disrespected by one of the organization's employees. Shareholders understand how their profit margin is to be improved, but, at the same time, they want to preserve outstanding ties with society, government, and the media to avoid a campaign against their organization, in particular as it comes to them. The workers deserve to be well-treated and well-paying, but some workers do not expect to work ethically in exchange. In the following pages, all would be addressed [2].

Ethically, the difference between the correct and wrong options must be made, so the right choice must be made. All in an organization has an ethical obligation. In so doing, any new employee must affirm and accept that the ethics code aligned with the code of ethics principles at the outset of his employment [3]. Around the same period, if the Organisation does not conform with foreign law and conform with employment law, the Organisation cannot require its workers to comply with those laws. A community where corruption is promoted or facilitated can inevitably contribute to higher attrition, decreased efficiency, and a decline in credibility and profitability [4].

Research objective

It aims to underline, without regard to the size or number of staff, the value of each company's code of conduct [5]. These inquiries would discuss the Lebanese's numerous themes and a foreign organization's Code of Ethics. The missed points will be marked and their meaning studied in Lebanon [6]. In creating an agency code of ethics, it is obvious that no workers may pretend to have violated an ethical behavior, but what can be included in a code of conduct in every local organization? Who is accountable for the organization's incorporation of corporate ethics? Who is in charge of educating current workers and recently hired staff? Who is accountable in this analysis for tracking workers' ethical behavior [7].

Background and Literature Review

What does Business Ethics mean

Ethics is the analysis of behavior norms that encourage individual wellbeing, according to [8] Business ethics is an analysis of business conduct principles that foster good and wellbeing. Business ethics is how we behave in business, organize our companies, and direct, guide, and inspire people to act [9]. It also involves the way we organize our organization, market laws, and systems. Based on variations in cultural backgrounds, strategic guidelines, and organizational processes, corporate ethics can vary from one enterprise to another [10]. Business ethics is more than just terms that enhance an organization's reputation, according to Debbie Vasen. It is the secret to success [50].

² *Why is Business Ethics so important?*

Corporate ethics and professional ethics go together. The ethics of a company enterprise and those interested are capable of hurting and assisting individuals [11]. Corporate integrity is really necessary, and anyone in an organization will be affected if it has no integrity. The organization itself will benefit from illegal activity; the organization itself. When a company maltreats its workers and does not grant them full privileges, the organization's image is seriously weakened until the public hears about it [12].

- Company Ethics also provides a higher benefit. Ethical companies outweigh their immoral counterparts, according to Dana Telord. This is simple. This is so basic [13].
- Job Ethics is an unseen yet observable employee's conduct.
- Company Integrity leads to creating a bigger, more loyal client base.
- Ethics, you or you don't; Ethics were taught and selected in your whole lives. Context or race, ethical values surpass [14].
- Education of ethics at the workplace is imperative; ethics profoundly leads to product success and a great combination of personal and professional obligations for your life [15].

Ethics are the heart of every strong Organisation, according to the Center for Global Ethics. Ethical decision-making supports employee morals, supports consumer and employee satisfaction, and promotes credibility for the company [16]. Ethical decision-making is more a decision between two valid responses, not just an option between right and wrong. It uses ethical algorithms to identify the right approach. "Ethics is more to do than writing, and it's clever to do. An ethical institution is like a carriage designed without nails: it can collapse steadily, no matter

how sturdy it can appear [17]. A culture of ethics is the ties that render the entire enterprise unflinchingly stronger with the above, below, and beside it. Trust is no longer openly granted. However, if a company has achieved the people's confidence, it is the most precious commodity [18]. Ethical organizations, which implies long-term, unwavering customer loyalty, are common. A culture of ethics turns an individual community into a team that inevitably enhances happiness, success, and engagement, fostering a sense of mutual enterprise. All need to take a role in something substantial [19].

Moral and ethical issues can be found on both social stages. Ethical conduct, as is important in our personal lives, is at work almost as important. Wherever business is carried out, ethics is essential [20].

Why business ethics should be incorporated in all the organizations

Gopalakrishnan has told entrepreneurs that in his / her first ten years, the most suitable period to mold a kid's character is when he/she is 20 or 30 years old. Thus, to have the business around for a long time, in his / her early years, you must think about his / her ethics [21].

Debbie Vasen also addressed how relevant business ethics is to the whole company and linked the employee's behavior [22]. An employee's professional behavior benefits the whole company. She also found out that corporate integrity is a vital factor in sustainability and is important for its credibility [23]. Debbie has addressed the implications and repercussions of dishonest corporate activities [50].

For professional ethics and corporate social responsibility case study, a mining firm, Anglo American, was referred. This was because the general population still placed a strain on all mining firms [24]. The Anglo American has selected and accepted the Voluntary Values on Protection and Human Rights to incorporate moral and moral approaches [25]. Its countries of activity have played a role in preserving its worker's and residents' civil rights. The declaration of the business is: "While our shareholders appear to see good returns, we are not persuaded that these can and should be done at the cost of social, environmental and moral considerations. In reality, a long-term enterprise like ours can succeed only if it also takes care of the interests of other stakeholders such as states, workers, vendors, societies, and consumers. "This case study illustrates the significance of Business Ethics and how the public trust a mining firm [26].

Paul Merchant also explored in his article the value of Business Ethics. He noted that both businesses and individuals who conduct themselves ethically are far more likely to prosper than those who desire more benefit [27].

The characteristics of an Ethical Business

Cindy Phillips spoke about six attributes of an ethical business: management, principles, honesty, respect, loyalty, and consideration. We will address them below and include additional functions [28]. In another post, Jamie Lawrence also addressed ethical business features: stakeholders' balance, purpose and beliefs, process honesty, leadership effectiveness, and a long-term outlook [29].

Respect

Ethics needs consideration because, without the other, one cannot work. "Respect is more than a sensation," said Putnam, "but it is a duty. Ethical progress depends on recognizing the strong effect on your ethics and character which respect has [30]. Every person deserves respect for his or her humanity.

By taking care of yourself and others, Sarah Webb described respect [31]. In other terms, the anonymity, property, views, personalities, and undoubtedly their view of the other is valued. Trust is indeed one of the items which are tough to earn and easy to lose [32]. Respect is the key to building confidence and improving working relationships. It increases job efficiency and coordination. Sarah has contrasted between honoring others and honoring people at work. You will display appreciation in a workplace by treating your coworkers with integrity, upholding employment principles, retaining confidentiality, helping your coworkers anytime they are required and becoming an involved listener [33]. Esteem often means accepting successes and credit where necessary and eventually practicing as hard as fellow members. To be valued at work, still differentiate your personal life from work, be optimistic, and not express frustration. Take input from your colleagues, claim accountability for your duties and be on time, and don't get late for your meetings [34].

Positive attitude

Why does anyone strive for negativity if we honestly chose our attitude???

"You can be pleased or sad; the amount of work is the same," Don Juan once said. Joe Constance said five truths regarding behavior: behaviors have the potential to boost or fire a squad. When introduced to others, it compounds [35]. The bad compound attitude more easily than the strong. Subjective attitudes.

Moreover, rotten conduct left behind is important to remember. Everything is lost. "Ability is something you are willing to achieve, Lou Holtz said. What you do is inspired. How good you do it defines the mood [36].

A good mindset in the workplace may lead to future promotions concerning the United States Labor Department. During the working stage, employers look at those that are optimistic and supportive, competent for successful client care, efficient approach to interpersonal issues, and constructive working with others. The optimistic outlook continues with the outlook of "I will [37].

In a competitive atmosphere with demanding colleagues, and though you work with a tough boss, you can be productive at work, and happiness with work has more to do with internal factors than external factors [38].

The schooling, modeling, and direct contact with individuals and circumstances are attitude-forming products. Attitude may impact our choices or actions [39].

Working together with team spirit

Team spirit is an intelligent, voluntary spiritual state embraced by a community of individuals who operate together for a shared purpose. It is carried out in a corresponding process by establishing specific targets, whether at work or outside [40].

Teamwork phases include collaboration, constructive listening, and encouraging other participants to generate concepts through brainstorming. That calls for competence and preparation [41].

Teamwork requires individuality, diverse views, often different priorities, and constructive hearing to accomplish the target [42].

The spirit of a team also covers knowledge exchange [43]. A manager may perform only one job alone, but if their staff does not communicate the details, that will interrupt the workflow. He/she can't rest for his / her days, and the managers may find there is a bug right after he/she is off. This will impact your success before you and your team. It often impacts the team itself, whether the share of knowledge is not handled appropriately [44]. Any enthusiastic team member who wants to evolve in an organization and launch a career is demotivated. This person may attempt to take the lead on such activities alone and show the administration just how competent he/she is and has not been helped enough by the direct line boss. Parallel to this, the employee cannot have access to all the details or the boss's help and can lose whether he or she operates alone [45].

When a corporation struggles, upper management blames the mid-line administrators, who in effect blame the workers or blame the administrators ... all that will be pointless if it loses a huge contract or a really valuable client [46].

That doesn't mean anyone can disclose every detail. E.g., each Organisation should not exchange financial statistics with all workers. Moreover, it should not be shared with the recipes for those

items; nevertheless, the employees should know what they are doing to improve their participation and function in favor of the business, not just to get orders and function with a business [47].

Two coordination: lateral and vertical. Two coordination. The contact between the bosses and the assistants, the bosses, and the workers are a vertical team task. The coordination between workers is horizontal teamwork [48].

For example, suppose an individual has a strong team-spirit, because of the event he or she has agreed that he or she would not discuss something with others again. In that case, they will have to display good team-spirits the person transfers to a different organization. He/she is working with new team-members because of this person [49]. This person is a good team-spirit.

Team members depend on the expertise of their boss or advisor to enhance their success and career [51]. You want your boss to email you from time to time or to remind you of the latest decisions accepted or proposed during the meeting at which he or she was present. Suppose the supervisor does not accomplish this. In that case, this indicates either of two aspects: Either the supervisor is behaving with a sense of despotism and he and the supervisor feel that he or she is a superior individual to others or that he/she is unsure, because of all the years of knowledge and talents he or she has. The supervisor is scared that if he or she communicates knowledge with them, either team will overtake them [52].

European countries are more advanced to the respect of jobs than Arab countries, whose programs depend on the fact that: citizens are a priority and not a medium for investing in their staff. They educate them and give them the expertise and knowledge required to provide what they need.

Microsoft's 2013 transition is a clear illustration of the teamwork's value as Steve Ballmer, CEO, agreed, based on individual success, to avoid judging his workers. Instead, the team split them into classes, and the appraisal was based on their cumulative outcomes.

Steve Jobs once said, "There's never one guy doing positive stuff in the company. A team of people was doing it.

Sense of responsibility and accountability

The feeling of duty has to do with the role and success of the employee. If the employee feels a personal obligation, he/she can wake up on schedule, do all he/she can, and carry out the project in the best manner possible. Responsibility plays a significant part in the industry's continuation when it stops a crisis and takes immediate steps.

Steve Pavlina describes accountability as an acknowledgment that nobody arrives to save you and that no one is going to push you into motion. You have to do things for yourself. You should look for progress instead. Stagnation is not part of you. The primary purpose of duty is to understand this and never condemn someone else and burden anyone else with behavior or errors.

Thomas Jefferson said, "It's wonderful how much we can do if we do! When you're practicing, strive to reach the result you seek.

Set your aim straight, and act to that end. John Lubbock is told another thing: "The idle guy doesn't realize what he is to appreciate rest, because he didn't get it."

The United Nations describes accountability as the acquisition of all responsibility and execution of commitments; it offers the outcomes for which it is accountable in the specified periods, costs, and quality levels.

Responsibility operates in line with the laws and regulations of the company. Subordinates are assisted, delegation assignments are assumed and supervised; ultimately, accountability for personal failures, and the work party assumes responsibility.

Integrity

The reputation in all aspects which may affect the business and its loyalty is founded on authenticity, appreciation, importance, and dismissal. Everything should be for someone who works genuinely. One might show that a person should never take anything from a company that is not his own while speaking of being truthful in a company. This typically happens when the structure of the enterprise contains a bug. The employee does not prosper in this case, especially if he/she is the inventor. Many executives use their positions as a further example, and many deemed exploitations of control. They will push a team member to perform a personal well to promote him or her. Any individual should have significance, whether between a director and his subordinates or the team, a team and its supervisory personnel, or more. The lack of honesty is measured by an employee who takes a bribe for some reason. To accept a sum of money to speed up others' work or use a report is a disappointment that shows both parties' unethical behavior: the one to be submitted and the one to accept. The customers continue to appreciate the trust, particularly when they rely on the advice of salespeople. Some breach by one of them could influence the productivity of a corporation.

It is good to remember that sincerity is someone's attitude. The baby's parents grow up. They're great. They're great. There is no way to teach honesty at work, but this should be stated in regulations and the Code of Ethics. An employee is informed, but usually, this would not impact

an employee's behavior. Representatives and administrators may offer instances. They do the same thing, whether the employees are seen robbing or cheating their bosses or not collaboration.

According to the United Nations principle of integrity, these are acts without consideration for personal gain. No over-interference in policy may influence decision-making. The strength or control of honesty should not be misused. Decisions in the company's needs can be kept up even though contentious. Honesty can inevitably act promptly in the event of unethical or unprofessional behavior.

"Facts prove my honesty," Spencer Johnson said. Honesty reveals the truth to everyone. The political speaker in English Junius says: "People must be measured by their deeds and not by their professions."

Confidentiality

Privacy remains and plays a significant part in its continuity in both companies. Intellectual property is everything about an entity, as Eric Feigenbaum notes. Each corporation should ensure that the principles and strategies are maintained since this is the principal benefit over its rivals. This is an indication of secrecy. Privacy is used to safeguard citizens by safeguarding their privacy, integrity, and freedom. This has to be used in clinics and by medical practitioners. Confidentiality is by the maintenance of financial records, particularly used by the banks. The employee should not be permitted to share the details of consumers with their competitors, nor should they share with their competitors the identities of their vendors or outlets and their prices.

Confidentiality is not to discuss the Evaluation with pupils or future hires if we move through more information. In humanitarian organizations, you do not exchange the names of the recipients with others. Knowledge exchange is banned in law firms.

Confidentiality is a critical consideration for every organization's performance regardless of the form of area of operation. There is an obligation in many workers' standards of ethics.

Attendance and Punctuality

In 2015, reliable and continuous attendance at Bowdoin University represented an important task for all employees. Employees can be prompt and efficient to satisfy their organizations' demands and specifications. Delay and shortage of staff will disrupt the job, and some colleagues will be paid additionally. One of the key considerations for an employee's assessment and success can be a success and continuing work. Whenever you intend to be absent in the future, the immediate boss can approve the absence, and the direct supervisor will prepare appropriately in exchange. If there is an inevitable error or a vital error, the immediate boss may be notified of this on-site to change the schedule or split the job with different workers.

Ethically you can contact the immediate boss or remind him/her so that he/she will get short reminders of the unfinished assignments or deliverables. Someone should only notify the immediate boss on the behalf under serious medical circumstances.

Employees of certain companies, who do not misuse them, are entitled to a limited amount of uncertified sick leave. Moreover, most specifically, the employee cannot take more than 2 successive uncertified sick days, based on the Organisation's laws and regulations. Any workers think they will collect and take one shot if they don't use their unregistered sick day for many months. If the company did not ban this act, it would not be ethical.

Patterns of the repeated uncertified or licensed disease leave before or after evenings, days off, or planned days off shall not sign ethical conduct. The person output should also fix regular delays or regular calls for departure sooner.

Many organizations have consistency and are not relying on attendance sheets throughout their operating period. The pause in functioning would not impact the salaries of the workers. Under such a scenario, workers do not gain and should be guided by their immediate boss's example. If the workers know that their boss is still late, they may enter their workplace before their boss at work late at work. You can see this function as your total right depending on the success of your superiors. It is good to note that any employee is accountable for his working hours, and it is his ethical duty to be on hours.

The versatility in working times could contribute to friction within a team if your director does not control each individual's appearance and departure. When a company determines the operating periods between 08:00 and 4:30 or between 08:30 and 17:00, it should be valued by its staff. For anyone to get there at 08:30 and then quit at 16:30 is unacceptable. The other fellow Members are not at all happy with the pressures generated. Furthermore, certain workers might be motivated to do the same or to warn their superiors that may build true tensions between the two members, whether they know the latter in some way.

Timeliness is a vital aspect of autonomy, and it is important to control time efficiently. Besides the timeliness, physical attendance at work is not necessary. Reasonable performance and commitment to an ethical mission are a must.

The involvement may be quantified, checked, and reported regarding Gail Sessoms. When new employers review a possible employee's reference, they might inquire about their involvement. And the qualified nominee will lose his chance due to attendance issues. Bad attendance can be irresponsibility and insensitivity of coworkers. Weak participation often gives staff negative feelings that obey the laws and normally observe positive work ethics.

Leadership

According to the police integration office in 2009, administrators can display honesty and discipline and play an important part in the Organisation. Managers should set a precedent and create a competent and respectful place of work. Managers should be driven not private but by the public interest and should behave ethically in others. The faith and loyalty of the staff is competent administrators.

Managers should send consistent signals on ethical conduct and honesty and model and exhibit the same actions that workers anticipate. Technical leadership also needs to be trustworthy and still demonstrate dedication. The appearance at work on time is an outstanding illustration. If a boss struggles to reach the working schedule and arrives late, the staff would feel demotivated to value work time. Although the boss is allowed to compel the staff to be constantly on schedule, it is frustrating that his boss would not apply the same guidelines. The same trend happens to coworkers themselves, since workers may presume that if they see others violating laws without effect, it may indeed be right for them to do so.

Professional administrators play a significant role in encouraging their employees to properly appreciate and teach them how to execute the corporate ethical core principles appropriately.

When reaching a judgment, ethical management should be open and responsible. The boss should assess appropriately and quickly, keeping the principles of the company into account.

Research Methodology

This study is focused on numerous papers on corporate ethics. The papers have been deleted from the Internet from various sources: businesses committed to ethical and compliance reviews, human services organizations, or online personal records. This comprehensive analysis is designed to create a cohesive study addressing all the key concepts explored by various scholars. A study incorporates the strengths, value, and benefits of corporate ethics and ethical behavior implications.

A distinction between a local and a foreign code of ethics is the second component of this report. The discrepancies between them are discussed to see if the gaps in Lebanon ought to be resolved.

Bilateral talks were conducted with the organizations to provide links to two separate types of code of behavior. Concerning the summary of the integration of local organizations with the code of ethics, 550 businesses were questioned regarding the availability of a code of conduct within their organizations. Goal businesses with ten workers and higher were chosen.

During the data collection, several drawbacks were found. The largest time constraint since 50 telephone calls was not adequate to provide a rundown of local businesses. They were owing to

the assumption that there was no usable demographic list and no determination of the number of entities, a nonprobability sample, and a convenient sample are used. We will have an overall understanding of this approach, but we may not have a definite outcome.

The survey of the telephone call is very easy and includes:

²"Hello Sir / Madam, my name is Cyril Noujeim, and I currently work on my MBA thesis on the availability and how it is incorporated into business of a code of conduct in a local corporation. I need two minutes to ask you whether you don't feel like you, and all responses are secretive, so in my study, I won't reveal names.

- You have in your sector a written code of conduct?
- If so, who is in charge of preparing and informing staff of their importance?
- Do you think every company must have a code of conduct?

We can now switch directly to the thanks segment if the answer to question 1 is no and questions 2 and 3 if we have an answer.

Conclusion and Findings

Many organizations have had disastrous results in the past when they have not practiced moral practices. In the face of numerous personalities defending child labor and exploiting workers, and widening the world's social network, the company cannot risk losing its business because of its poor image with anyone, such as the environment, its workers, and its clients. Centered on the Edelman Report, financial performance has generally affected corporate image. Businesses today create confidence in the fair care of workers, ethical policies, and profit-making of consumers. Social media also play an important part in exerting more open leverage on organizations, or else they face exposure to corrupt activities.

Ethics must be constantly taken up to hold staff at the top of the chain. Ethical concerns should be addressed at any time by administrators or at an all-embracing team gathering or bilateral talks. Mid-service managers and senior managers cannot keep track of every aspect of their company. Accordingly, their job is to encourage their workers to understand what they can do in a conflict of interests or conflict of aims. In Project Manager Ethics and Compliance, Howard Winkler said: "It is an ethical choice that does not come with a package packaged with a warning. It just turned out to be another company issue to be overcome. Ethics is not a static problem because analysis and appraisal are important. Should a company evaluate its goals and change whenever appropriate.

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