Lead Teams

Handout 6

Guidelines When Developing

Codes Of Conduct

Consider the following guidelines when developing codes of conduct:

a) Identify key behaviours needed to adhere to the ethical values proclaimed in your code of ethics, including ethical values derived from review of key laws and regulations, ethical behaviours needed in your product or service area, behaviours to address current issues in your workplace, and behaviours needed to reach strategic goals.

b) Include wording that indicates all employees are expected to conform to the behaviours specified in the code of conduct. Indicate where employees can go if they have any questions.

c) Obtain review from key members of the organization. Be sure your legal department reviews the drafted code of conduct.

d) Announce and distribute the new code of conduct with associated policies and procedures. Ensure each employee has a copy and put copies on all notice boards.

e) Note that you cannot include preferred behaviours for every possible ethical dilemma that might arise.

f) Examples of topics typically addressed by codes of conduct include:
maintaining confidentiality, not accepting personal gifts from stakeholders as a result of company role, avoiding racial or sexual discrimination, avoiding conflict of interest, complying with laws and regulations, not using organization's property for personal use, not discriminating against race or age or sexual orientation, and reporting illegal or questionable activity, being reliable and prompt,

g) Note that, as with codes of ethics, you may be better off to generate your own code of conduct from scratch rather than reviewing examples from other organizations.