

# WORK ETHICS AND ATTITUDINAL CHANGE

A PAPER PRESENTATION AT A 2-DAY TRAINING FOR THE SERVING  
SECRETARIES TO BOARDS, PANELS, AND COMMITTEES IN THE  
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BY

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## DEFINITION OF ETHICS

Ethics refers to:

- The principles, values, and standards that guide human behaviour and decision-making,
- shaping our interactions with others and the world around us.
- It involves distinguishing right from wrong, good from bad and moral from immoral.
- Ethics can be applied to various aspects of life, including personal, professional, and social contexts

# Some key aspects of ethics include:

- 1. Moral principles and values
- 2. Respect for rights and dignity
- 3. Fairness and justice
- 4. Honesty and integrity
- 5. Responsibility and accountability
- 6. Compassion and empathy

# ETHICAL PRINCIPLES

1. Integrity
2. Objectivity
3. Respect For Law And Regulations
4. Responsibility to the Environment
5. Respect For Diversity And Inclusivity
6. Transparency And Accountability In Work Place
7. Responsible Use Of Technology
8. Professionalism
9. Compliance
10. Continuous improvement

# FACTORS INFLUENCING ETHICAL BEHAVIOUR

1. Personal value and beliefs:
2. Cultural and societal norms:
3. Family and upbringing:
4. Education and training
5. Organizational culture
6. Peer pressure and social influence
7. Consequences and rewards
8. Personal circumstances and stress
9. Role models and leadership
10. Technology and digital environment

# ETHICAL CODE FOR PUBLIC SERVANT

1. Integrity
2. Objectivity
3. Accountability:
4. Respect
5. Confidentiality:
6. Transparency
7. Fairness
8. Responsiveness
9. Professionalism
10. Compliance
11. Continuous improvement

# MANAGING ETHICS

1. Establish a code of ethics
2. E Ethics committee or officer
3. Ethics training and education
4. Reporting mechanisms
5. Investigations and enforcement
6. Leadership by example
7. Ethical decision-making framework
8. Risk assessment and management

## **Some Actions Regarded as Ethical.**

1. Whistleblowing
2. Charitable donations
3. Honesty in business
4. Respecting confidentiality
5. Fairness and equality
6. Responsible communication
7. Accountability



# Unethical Actions

Unethical behaviours are actions or decisions that violate moral principles, ethical standards, or legal regulations, causing harm to individuals, organizations, or society.

Here are some examples of unethical behaviour

# Unethical actions.....

1. Fraud:
2. Corruption:
3. Discrimination
4. Harassment
5. Theft
6. Lying
7. Cheating
8. Bribery
9. Conflict of interest
10. Negligence

# DEFINITION OF ATTITUDE

Attitude refers to a person's overall mindset, perspective, or disposition towards something.

It is a mental and emotional state that influences how an individual responds to and interacts with their environment, other people, and various situations

Some key aspects of attitude include:

1. Evaluation
2. Beliefs and Feelings
3. Behaviour
4. Stability
5. Multidimensional

Attitudes can be positive, negative, or neutral, and play an important role in how people perceive the world around them and make decisions.

## **POSITIVE ATTITUDE**

A positive attitude towards work refers to a constructive and optimistic mindset that an employee brings to their job and workplace. Some key characteristics of a positive attitude to work include:

1. Enthusiasm and Motivation
2. Proactivity and Initiative
3. Adaptability and Flexibility
4. Optimism and Confidence:
5. Teamwork and Collaboration:
6. Problem-Solving Mindset
7. Commitment and Reliability

Having a positive attitude towards work can lead to numerous benefits, such as increased productivity, better relationships with colleagues, higher job satisfaction, and greater career advancement opportunities. Employers often highly value and seek out employees who demonstrate a consistently positive attitude

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## Negative Attitude

A negative attitude towards work refers to an unproductive, cynical, or pessimistic mindset that an employee brings to their job and workplace. Some key characteristics of a negative attitude to work include:

1. Lack of Motivation and Disengagement;
2. Resistance to Change;
3. Complaining and Negativity;
4. Blaming and Defensiveness;
5. Passivity and Lack of Initiative;
6. Poor Teamwork and Collaboration;
7. Frequent Absenteeism or Tardiness;

A negative attitude towards work can have significant consequences for both the individual and the organization, such as decreased productivity, low morale, conflicts with colleagues, and potential disciplinary action or termination.

Addressing and changing a negative attitude can be challenging, but it is crucial for staff professional development and the overall success of the organization.



THANK YOU FOR YOUR  
ATTENTION