

# DOWNLOAD PDF CREATING THE HEALTHY ORGANIZATION: WELL-BEING, DIVERSITY AND ETHICS AT WORK

## Chapter 1 : Consent Form | Diversity Best Practices

*Creating the Healthy Organization: Well-Being, Diversity and Ethics at Work: Psychology @ Work Series [Susan Newell] on calendrierdelascience.com \*FREE\* shipping on qualifying offers. This introductory text focuses on exploring the impact of work organizations on individual employees.*

What do 20 years of surveys about bad behavior tell us? It includes behavior that creates a hostile work environment; conflicts of interest; violations of company internet policies; falsifying time reports; lying to employees, customers, vendors, and the public; theft; and egregious types of corruption, such as bribery, illegal political gifts, and accepting inappropriate gifts. Roughly 25 percent of observed misconduct involved senior managers. Workforce, which ECI has conducted eight times since The survey makes it clear that encouraging appropriate workplace ethics is the job of every organization that wants to maintain a reputable brandâ€”including associations. Fortunately, there are practical steps you can take to make it more likely that your staff will behave in ways that reflect well on your association. Failing that, these steps make it more likely that you can detect misbehavior and take corrective action sooner. What the Survey Says The National Business Ethics Survey, the most recent edition of the research, was conducted primarily among employees in the for-profit sector, but the findings are consistent with other studies of workplace ethics in government and nonprofits, Harned says. Among the highlights of the ECI survey: Of those who witnessed misconduct, 63 percent reported what they saw. Of those who reported misconduct, 21 percent said they experienced some form of retaliation. Why are high-level employees more likely to behave unethically? Harned offers several possible explanations: They may have more opportunities to overstep the rules. They may be under more pressure to show results. The incidence of workplace misconduct hit a historic low with this report, after trending downward for at least five years. The survey concludes that these positive signs imply that an organizational focus on an ethical culture, combined with ethics and compliance programs, can and does help reduce misconduct. Here are some essential components of a workplace ethics program you can set up within your association. Promote involvement and buy-in from the start. Create cross-functional focus groups. Encourage an environment in which people at all levels can speak frankly. Convince people that high ethical standards make them better at what they do. Research the program elements your workplace needs. A major one is a code to live and work by. Generally, there are two types, Canela says: Enforceable rules of conduct that, if violated, carry consequences. Typically, these rules are drafted narrowly, like regulations, to deter a particular kind of behavior or activity. A set of values or principles, usually stated in positive terms, that employees should aspire to live by. Which type of code should your association develop? The staff focus groups will help with your decision making. Other elements of your program may include an ethics and compliance officer policies and procedures around key issues your employees face a means for employees to report concerns about suspected ethical violations. What if your association is too small for a complicated code of conduct, much less an anonymous helpline? The person ECI staff maintains a viable program with just a part-time ethics officer. This document [PDF] spells out aspirational concepts as well as standards for association professionals, consultants, and industry partners. The Ethics and Compliance Toolkit: This free, practical resource from the Ethics and Compliance Initiative helps with everything from writing a code of conduct to making ethical decisions. National Business Ethics Survey of the U. ECI will release the results in early Integrate ethics into your culture. Emphasize learning to think about the ethical aspects of daily work life. Blend the tendency to wax philosophical with the need to make nitty-gritty choices. Finally, ensure that the CEO makes ethics a priority. CEOs set the tone when they routinely talk about doing the right thing with staff, members, and the board. But their actions speak loudest when they model ethical behavior.

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## Chapter 2 : Making Ethics a Priority in Your Workplace

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### Chapter 3 : CREATING THE HEALTHY ORGANIZATION: WELL BEING DIVERSITY AND ETHICS AT WORK

*Creating the Healthy Organization: Well-Being, Diversity and Ethics at Work* This introductory text focuses on exploring the impact of work organizations on individual employees, groups and organizations.

Effective organizations provide opportunities to its employees to develop new skills. This allows the staff to constantly improve business operations and ensures that the company maintains a competitive edge required to thrive in a dynamic global marketplace. Sustaining the structure involves running events and programs to maintain a productive workplace. Analyze your policies and procedures. Structure your management framework to support efficient production. For example, to create an effective organization, arrange your personnel into functional groups, such as Finance, Purchasing, Marketing, Sales and Human Resources. Account for social and economic changes. This allows everyone in your company to see the reporting structure, associated roles and responsibilities. Use the resources provided by the Society of Human Resource Management website to learn about industry trends. For example, use the State and Local Resources website to get information about state law updates for your state. Ensure your business adheres to regulations, such as family leave laws or hours of rest required in your state. These contribute to maintaining a healthy organization. Conduct an annual survey using online questionnaires, such as Zoomerang, SurveyMonkey, Qualtrics or Google Docs forms. Invite employees to respond anonymously to your survey to gauge how well the environment supports employees. A comprehensive survey allows you to measure employee perceptions of company operations. By running your survey annually, you can compare results from year to year and determine the success of intervention programs you run. Identify areas that need improvement to maintain a healthy and safe workplace. Using tools available from websites, such as the Mind Tools Problem Solving Techniques website, create cause and effect diagrams to isolate problems. Help your employees adapt to change by communicating regularly with your staff. For example, publish a monthly newsletter that describes upcoming events, changes in personnel and new company directions. Ensure that all employees respect and support the people around them by facilitating sessions in valuing cultural diversity, handling workplace conflict and time management. Encourage employees to share their skills and knowledge using social media technology such as wikis, blogs and forums. In addition to providing meaningful connections to people who may not work in the same location, online communication documents knowledge attained, such as troubleshooting procedures and solutions. Provide opportunities for personnel to receive coaching and mentoring to further their careers. A healthy organization recognizes the value of individual achievements. By providing feedback and advice, executive leaders can groom new personnel to take on additional responsibilities. Evaluating employees on their ability to achieve their own goals establishes personal accountability. By retaining and developing motivated employees, your company can maintain its competitive edge. Establish professional skills development programs to help all employees at every level do their jobs better. Encourage employees to take and pass exams associated with professional credentials, such as the Project Management Professional, Microsoft Certified Professional or other certifications associated with your industry.

### Chapter 4 : How to Create & Maintain a Healthy Organizational Structure | [calendrierdelascience.com](http://calendrierdelascience.com)

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