



**CHILDREN'S EDUCATION SOCIETY (Regd.)  
THE OXFORD COLLEGE OF ENGINEERING**

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi &

amp; Approved by A.I.C.T.E. New Delhi, Accredited by NAAC &

NBA New Delhi and Recognised by UGC Under Section 2(f))

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## Policy Document on Code of Ethics

### Scope:

Engineering is transforming science into useful products for human comfort. Engineering are some things that Engineers do and what they are doing has profound effects on others. Ethics in Engineering is that the ability also as responsibility of an Engineer to gauge his decisions from the context of the overall well being of the Society. It is the study of ethical issues that confront Engineers and Engineering organizations when some crucial decisions are taken. Engineering research and practice requires that the task being performed considers all the pros and cons of a Particular action and its implementation.

Professional Engineering bodies like IEEE, ASME, IEI etc., have evolved comprehensive ethics codes relevant to their respective professions, supported the rich experience of their members.

Professionalism is that the conduct or qualities that characterize or mark a profession or professional; it implies quality of workmanship or service. Professional ethics guide how members of knowledgeable organization should, or shouldn't, affect others within the course of practicing their profession.

### Ten golden rules:

- 1. Always strive for excellence:** This is often the primary rule for achieving greatness in whatever endeavor you undertake. This is the standard that creates you and your work stand-out. Excellence may be a quality of service which is unusually good then surpasses ordinary standards; it should be made a habit for it to form an honest impression on your bosses and colleagues.
- 2. Be trust worthy:** In today's society trust is a problem and any employee who exhibit trustworthiness is on a quick track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension-not lowering expectations, it's been dependable, and reliable when called upon to deliver a service. So as to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.
- 3. Be accountable:** To be accountable is to face all and be counted for what actions you've got undertaken, this is often the blame worthiness and responsibility for your actions and its consequences- good or bad.



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4. **Be courteous and respectful:** Courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions within the work place run smoothly, avoid conflicts and earn respect. Respect may be a positive feeling of esteem or deference for an individual or organization; it's built over time and may be lost with one stupid or inconsiderate action. Continued courteous interactions are required to take care of or increase the first respect gained.
5. **Be honest, open and transparent:** Honesty may be a facet of ethical character that connotes positive and virtuous attributes like truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and usually operating during away for others to ascertain what actions are being performed.
6. **Be competent and improve continually Competence:** The ability of an individual to do a job properly, it is a combination of knowledge, skills and behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.
7. **Always be ethical:** Ethical behavior is acting within certain moral codes in accordance with the widely accepted code of conduct or rules. It is always safe for an employee to "play by the rules". This is often always the simplest policy and in instances the rule book is insufficient, acting with a transparent moral conscience is that the right way to go. This might cause friction in some organizations but ethical organizations will always stand by the proper moral decisions and actions of their employees.
8. **Always be honorable and act with integrity:** Honorable action is behaving in a way that portrays "nobility of soul, magnanimity, and a scorn of meanness" which is derived from virtuous conduct and personal integrity. This is a concept of "wholeness or completeness" of character in line with certain values, beliefs, and principles with consistency in action and outcome.
9. **Be respectful of confidentiality:** Confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information are going to be passed on to you in confidence—either from the organization or from colleagues - and it is important to be faithful in maintaining such confidences.



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10. Set good examples applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hard to find.

Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.

### Work Ethics

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get job, create wealth, earn salary), productivity (wealth, profit), safety (in work place), health and hygiene (working conditions), privacy (raise family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of high degree of professionalism.

### Professional Values


- **Integrity:** Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It is one of these self-direction virtues. It enthruses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.
- **Credibility & Responsibility:** The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.



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- **Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.
- **Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target-oriented efforts are put to reap efficiency.
- **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day-to-day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good commonsense.
- **Valuing Time:** Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increase effectiveness, efficiency or productivity.
- **Passion:** Passion is a feeling of intense enthusiasm towards or a compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

  
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