

APPA

Professional Ethics

Institute for Facilities Management


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APPA

Purpose


To reorient your thinking and behavior to meet the requirements of a rapidly changing society, so that you can more effectively deal with the ethical issues and dilemmas you now encounter on a daily basis in the workplace.



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Discussion and Activities

- Why Ethics?
- Language Used and Characteristics of Ethical Behavior/Leaders
- Framework of Foundation Principles and Questions
- Strategies for Improving Ethical Climate



Terminology APPA

- Culture -
- Moral(s) -
- Values -
- Principles -
- Integrity -
- Character -
- Ethics -

Values & Characteristics of Ethical Leaders APPA

- Personal Values:
- Characteristics of Ethical Leader:
- Behavior (s) of Ethical Leader:

What is the Difference Between Values and Principles?

VALUES	PRINCIPLES
Social Norm	Natural Law
Personal	Impersonal
Emotional	Factual
Subjective	Objective
Arguable	Self-Evident

Foundation Principles



- Trustworthiness, Honesty, and Personal Integrity
- Responsibility for Self
- Freedom of Thought and Choice
- Being Equitable, Just and Fair
- Respect and Caring for Others
- Respect for Human Rights and Dignity

Guide for Ethical Decision-Making



1. What is the dilemma/problem?
2. Is it legal? Will I be violating either civil law or organization policy?
3. How would you define the problem if you stood on the other side of the fence?
4. What are the conflicting values/principles apparent in this situation?
5. What are the alternative courses of action/options?

Guide for Ethical Decision-Making



6. What are the consequences, risks, implications of each option?
7. Can you discuss the problem with the affected parties before you make your decision?
8. Is it balanced? Is it fair to all concerned in the short term as well as the long term?
9. How will the decision make you feel about yourself? Could you disclose without qualms your decision or action to your boss, other employees, the newspaper, your family?
10. What is your decision?

Strategies for Improving Ethical Awareness/Climate



- Open Communications on the Topic
- Discussion Topic at Managers/Staff Meetings
- Establish Foundation Principles
- Education/Training Sessions
- Develop a Code of Conduct
- Ombudsperson/Ethics Officer
- Ethics Advisory Committee
- Hotline

Credit(s) earned on completion of this course will be reported to American Institute of Architects (AIA) Continuing Education Session (CES) for AIA members.

Certificates of Completion for both AIA members and non-AIA members are available upon request.

This course is registered with AIA CES for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product.

Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.

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Course Description

Examine ethical issues facing facilities professionals. You will learn a framework of foundational principles and questions to use as a guide in the decision-making process, and strategies for improving the ethical climate of an organization

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Learning Objectives

Learning Objective 1:

Learn how ethical behavior and ethics in the workplace is important in developing competent and capable leaders.

Learning Objective 2:

Learn how ethics requires paying special heed to both oneself as well as to others.

Learning Objective 3:

Learn how make the workplace a basis for discussion of ethical principles and practices.

Learning Objective 4:

Understand how to approach ethical situations or moral dilemmas in both meaningful and practical ways.

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This concludes The American
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