Ethical Decision Making and Hiring

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Abstract

A code of conduct and code of ethics sound similar but there are a few differences between them. They can both be shared with employees and be guides on how a company conducts business. They can help by creating a positive work culture and help managers with employee growth. A code of conduct generally stays within the company but a code of ethics can be shared with potential and current customers so they can get an idea of how your company conducts business.

Ethical Decision Making and Hiring

The difference between a code of conduct and a code of ethics can be a little confusing. They both sound like a guide on how to live your life or how to business may conduct themselves but there are some differences. In a business setting they are an important guide to how employees conduct themselves both inside and outside of the business. While they both can help employees figure out how to conduct themselves, a code of conduct is usually reserved for employees to read and understand in a company policy manual or employee handbook (Herrity, 2020). A code of ethics is usually available for the employees and for a customer to read on a company website or in a pamphlet.

Differences between Code of Conduct and Code of Ethics

Code of Conduct

As mentioned, a code of conduct is a guiding principle that a company develops and publishes for their employees. It is typically not shared with customers or posted for all to see. A code of conduct may also be more enforceable when it comes to employee discipline and the rules they are expected to follow. A code of conduct may also include policies that the company has created to help answer and guide questions or concerns that an employee may have about work dress codes, attendance, or different types of time off (Indeed, 2021).

A well written and documented code of conduct can help maintain a positive work environment. Employees will be well informed about their expectations and the principles that guide the company. If they have a similar belief system and guide, the employee may work hard to maintain the image that has been developed. Employees may also be less likely to steal products or time from the company. This in turn will help build and shape the company. Since

the code of conduct is documented in a handbook or as policies, it can be used for discipline or retrainings.

Code of Ethics

A code of ethics is a significant document created by a company and is not only shared with the employees, but also with customers and the public. The company may put this code of ethics on their website or in publications that they share with anyone who would like to see it. They are developed by deciding how a company would like to be different from their competitors or how they want customers to view the way they conduct business and provide their services (Birt, 2023).

Having a well written code of ethics can help develop a positive work culture and allow free and progressive thinking. The code of ethics may be loosely interpreted and may need guidance from company leadership or human resources.

Factors for Ethical Hiring Decisions

Hiring the right employees will help increase productivity, profits, and maintain and increase customer satisfaction. In order to hire the right employees a strong code of ethics and code of conduct can help guide the hiring managers or talent acquisition team on how to determine who may be the best fit for the job.

The Code of Conduct

The code of conduct can be used as a guide for interview questions. A hiring manager can ask questions that are scenario based and are taken from the code of conduct as long as they meet legal guidelines and give a sense of who the potential applicant is.

Questions can be centered around a time an employee dealt with a stressful situation and how they handled themselves. It can be used to answer questions that the applicant may have such as dress codes, pay dates, and paid time off.

The code of conduct can be shared with a potential employee after an offer is given. It can be included in the offer packet and have pages highlighted or policies signed by the applicant during the onboarding process.

The code of conduct should also include the preemployment process and lay out what an employee may be required to produce in order to get hired. These topics can describe a background check, what is needed for proper identification and if there are any drug screens and the frequency the company may require them to be conducted.

Sharing the code of conduct right after an offer is given will show transparency and allow the new employees to fully understand what will be expected of them at the beginning of their employment. It will help set the ground rules for instances that may require discipline or retraining.

The Code of Ethics

The code of ethics can be sent to the applicant before the interview, so the applicant is able to review it and understand that type of work culture they are potentially getting involved with. It can also help the applicant with interview questions by allowing them to prepare for answers to potential questions they may be asked. The code of ethics can also address items like legal disclaimers like hiring practices and diversity, equity and inclusion.

Conclusion

A code of conduct and a code of ethics may sound similar and may include some of the same ideals, but they are used differently. They mainly include information for employees and

how they should conduct themselves at work. The code of ethics can be used to share with

current and future customers to explain how your company conducts business. They are both

important documents that are used as a guide for a company to conduct business.

References

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