

ethics

[ˈeθɪks] 

NOUN

1. moral principles that govern a person's behavior or the conducting of an activity.
"medical ethics also enter into the question" - [more]
synonyms: moral code · morals · morality · moral stand · moral principles · moral values · [more]
2. the branch of knowledge that deals with moral principles.
"neither metaphysics nor ethics is the home of religion"
synonyms: fairness · justness · fair play · fair-mindedness · equity · equitableness · [more]

Code of ethics for Interpreters in D.C. Courts

<https://www.bing.com/videos/search?q=ethics&view=detail&mid=C95470711E5A9C03B904C95470711E5A9C03B904&FORM=VIRE>

Ethics in the workplace training?

<https://www.youtube.com/watch?v=0mUxMpMTT28>

<https://www.youtube.com/watch?v=DxWDtTIWdkE>

Unethical behavior in the workplace

<https://www.youtube.com/watch?v=xJl1jNRO3kQ>

<https://www.youtube.com/watch?v=yxYs-lyaz1c>

The term ethics can also refer to rules or guidelines that establish what conduct is right and wrong for individuals and for groups.

CODE OF ETHICS



- Every employee of a Tata company shall preserve the human rights of every individual and the community, and shall strive to honour commitments.
- Every employee shall be responsible for the implementation of and compliance with the Code in his / her environment. Failure to adhere to the Code could attract severe consequences, including termination of employment.

Ethical Business Conduct Principles

- A company's Code of Conduct cannot anticipate every situation that the company or an employee may encounter. In addition, there may be instances where there is no applicable law or the law does not set a standard high enough for the company. This Principle helps ensure that in such situations, the employee conducts business in an ethical, compliant manner.

Ethical Business Conduct Principles continued

https://www.3m.com/3M/en_US/ethics-compliance/code/

- Ethical decision-making requires using common sense and good judgment, considering and evaluating a course of conduct in light of the following guiding Principles:
- Show uncompromising honesty and integrity in all of your activities and relationships.
- Avoid all conflicts of interest between work and personal life.
- Respect the dignity and worth of all individuals.
- Encourage individual initiative and innovation in an atmosphere of flexibility, cooperation and trust.
- Promote a culture where promise keeping, fairness, respect and personal accountability are valued, encouraged and recognized.
- Create a safe workplace.
- Protect the environment

Ethical Business Conduct Principles:

Gifts, Entertainment and Travel

- Traditionally, offering and receiving business gifts, entertainment or travel strengthens business relationships and can help the company products in the global marketplace. When done within established limits, these activities are lawful and an appropriate business practice. When dealing with customers, partners, and/or government officials, employees must ensure they offer, give, and receive gifts, provide meals or entertainment, and pay for travel **only if it is of reasonable value**, complies with the recipients' own laws and corporate regulations, is not given with any corrupt intent to improperly influence the recipient's actions or decisions, and is infrequent.

Ethical Business Conduct Principles:

Gifts, Entertainment and Travel

- Any gift or entertainment provided to a third party under this Principle must be properly reflected in the books and records of the Company business unit or subsidiary that provides it.
- This Principle helps ensure that the company conducts these lawful business practices consistent with the company's Code of Conduct, complies with all applicable laws and rules, and that **accurate books and records are kept reflecting these expenses.**
- This Principle applies to all employees and may also apply to those acting on behalf of the company.

Ethical Business Conduct Test

- When faced with a decision about the right action to take, employees should be sure they can answer "yes" to the following questions:
- Is this action consistent with the corporate values of uncompromising honesty and integrity?
- Will this action protect this company's reputation as an ethical company?
- Can this action withstand public scrutiny if it were reported in the news media?
- If employees cannot answer "yes" to all these questions, but still believe the proposed action is lawful and ethical, they should review the proposed action with their supervisor, their assigned legal counsel, before proceeding. Moving forward without additional advice could expose the company to legal risk of legal violations or harm its reputation.

Business Courtesy Principle:

- **BUSINESS COURTESY:** For purposes of this Principle, a gift, meal, travel opportunity or entertainment will be referred to as a "business courtesy." The term "gift" means any gift, gratuity, favor, benefit, discount, forbearance, or other tangible or intangible item having monetary value for which the recipient does not pay fair market value. A "gift" also includes meals, drinks, entertainment and recreation (tickets, passes, etc.), services, training, transportation, discounts, promotional items, lodging, gift cards, or door prizes.
- No 3M employee may give or receive a business courtesy that violates the law, regulations, contracts or agreements, or reasonable customs of the marketplace.
- Gifts of items in quantities intended for personal use that are marked with 3M promotional labeling are generally appropriate.
- Properly record any business courtesy on the business unit's books and financial records. The record must comply with any policies of the specific 3M business unit.

Business Courtesy Principle: continued

- When deciding on the appropriateness of giving or receiving a business courtesy, employees should consider:
 - How it compares in value to the usual gift-giving practices in the applicable industry and country;
 - Whether any legal or regulatory restrictions exist;
 - The total value of business courtesies to or from that person or entity in the current year;
 - The suitability of the business courtesy given the 3M employee's position at 3M;
 - The impact of the business courtesy on building positive business relations with the recipient or provider of the business courtesy; and
 - Whether an objective party would consider the business courtesy to be reasonable in cost and quantity or to be extravagant.
- This Principle applies even when personal funds or assets are used and no reimbursement from the company is sought. Any time the business courtesy may be seen as being given on behalf of 3M, this Principle must be followed.

Business Courtesies: continued

- • If an employee intends to offer, or is offered a business courtesy that could be viewed as excessive under this Principle, the employee must receive advance approval from his/her supervisor, who, in turn, should consult with the business unit's assigned legal counsel, the Ethics & Compliance Department, and/or Government Contract Compliance.
- • Supervisors are responsible for reviewing the appropriateness of business courtesies offered or provided by 3M employees. A supervisor's approval of expense vouchers or an approval given by other means, indicates that a review was completed and the supervisor determined the business courtesies provided were appropriate. Supervisors must ensure they take the needed time to understand the details regarding any business courtesy and follow all existing processes for giving their approval.
- • In the U.S., federal, state and local government regulations on business courtesies are complex and vary among government agencies. Consult with Government Contract Compliance or the business unit's assigned legal counsel before giving business courtesies to employees of federal, state, and/or local government agencies. Training is available upon request.
- • In general, modest items of food and refreshment, such as soft drinks, coffee, cookies, fruit, rolls or doughnuts, when not served as part of a meal, or when provided in a buffet opened to multiple people, are permitted business courtesies for government employees. If the government employees seek to make reimbursement, we can provide written receipts to them. Work with Staff or Business Unit controllers to credit the government employee's payment to 3M.
- • Giving or receiving money or cash equivalents such as gift cards, gift certificates or vouchers almost always violates this Principle. In limited and defined circumstances, within special conditions, 3M policies and procedures may permit such gifts, but employees must consult with the business unit's assigned legal counsel and the Ethics & Compliance Department before acting. When in doubt, play it safe and avoid giving or receiving such gifts.

Intellectual Property

- What is Intellectual Property? Works or patentable inventions that are the result of creativity, such as a process, product, manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.
- Intellectual property (IP) includes intangible creations of the human intellect. The most well-known types are
 - copyrights,
 - patents,
 - trademarks, and
 - trade secrets
- It also includes Logos, Designs, Slogans, Music, Writing and Ideas that have commercial value

Links for definition of IP

- <https://www.bing.com/videos/search?q=what+is+intellectual+property+definition&&view=detail&mid=D95BE37EE7323D6F6DD0D95BE37EE7323D6F6DD0&&FORM=VDRVRV>
- <https://www.bing.com/videos/search?q=what+is+intellectual+property+definition&&view=detail&mid=481B569C4760DAFA99C7481B569C4760DAFA99C7&&FORM=VDRVRV>
- <https://www.bing.com/videos/search?q=what+is+intellectual+property+definition&&view=detail&mid=078646973D22ECA5D6EA078646973D22ECA5D6EA&&FORM=VDRVRV> song

How is Intellectual Property Generated?

- In manufacturing a worker finds a way to improve process yield that is original and not obvious, he/she then writes about this improved process in his/her lab notebook and submits a record of invention to the company.
- If the company agrees that this is something that should be protected from their competitors, the legal team will decide to either keep it as a trade secret or will patent it.
- It is important to have a written record of when and how the idea was conceived. A lab notebook can provide that evidence. This is one reason to keep a lab notebook!

Patent Basics: and more information is available at USPTO link

- [United States Patent and Trademark Office](#)
- <https://www.uspto.gov>