ETHICS

GIST OF IMPORTANT CONCEPTS & TOPICS

This way

That way

READY RECKONER

FOR CIVIL SERVICES EXAMS

CONTENTS

This 70 page e-booklet consists of gist of major topics in Ethics, Integrity and Aptitude for Civil Services (Main) Examination. The highlight of the e-booklet is that it provides you the understanding of various topics with the exam perspective in a nutshell, through relavant comparisons of about 30 values, tabulations, list of keywords and examples.

There is an exhaustive list of real-time examples, and ethical dilemmas. There are separate topics for Public Organisations, Private Institutions, Judiciary, Environment related Ethics and issues.

Bibliography

1. 2nd Administrative Reforms Commission Report on Ethics in Governance
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    - Training Module on Ethics in Governance
    - Amended Rules under Central Civil Services (Conduct) Rules, 1964
3. Administrative Training Institute, Mysore Modules
4. ecourts.gov.in
5. Civil Services Competency Dictionary by Government of India & UNDP
6. Articles of Indian Institute of Public Administration
7. IGNOU Materials on Ethics and Values
8. NIOS Materials on Ethics and Values
9. Lectures of Dignitaries like President of India, Vice President of India
10. Articles published in Daily Newspapers like The Hindu, The New Indian Express, Times of India etc.

The e-booklet is in the readable on-screen format available in your dashboard in the website, it can be accessible lifelong using your userid.

ETHICS

Ethics is a set of standards that society places on itself and which helps guide behaviour, choices and actions. *(Definition: 2nd ARC Report on Ethics in Governance)*

It could be said to be 'MORAL PRINCIPLES" and VALUES, that Govern the Behaviour of a PERSON or a GROUP, with regard to What is RIGHT or WRONG?

Ethics sets STANDARDS, as to WHAT IS GOOD or BAD CONDUCT and DECISION- MAKING.

1. Values and Norms:

- Values are deeply held beliefs or principles that individuals or groups consider important and serve as guiding principles for decision-making and behaviour.
- Norms, on the other hand, are social expectations or rules that dictate how individuals should behave in specific situations and are shaped by the collective expectations of a group or society.

Term	Definition	Key Attributes
Values	Values are fundamental beliefs or principles that guide individuals or groups in determining what is important or desirable in life.	- Deeply held beliefs or principles - Shape attitudes, behaviours, and decision-making - Can be influenced by culture, upbringing, personal experiences, and societal influences
Norms	Norms are social expectations or rules that guide behaviour and dictate how individuals should act in specific situations.	- Shared expectations or standards of behaviour - Govern appropriate conduct within a particular group, society, or culture - Can be explicit (formally written or stated) or implicit (unspoken but understood through observation)

2. Universal Values

1. **Honesty:** Being truthful, sincere, and acting with integrity in all interactions and communications.

2. **Justice:** Treating others fairly and impartially, ensuring equitable distribution of resources and opportunities, and upholding the rule of law.

3. **Respect for autonomy:** Respecting individuals' right to make decisions about their own lives, including informed consent and self-determination.

4. **Beneficence:** Promoting the well-being of others, taking actions that contribute to their happiness, health, and overall welfare.

5. **Non-maleficence:** Avoiding harm or minimizing harm to others, refraining from actions that cause unnecessary suffering or damage.

6. **Compassion:** Showing empathy, understanding, and a willingness to alleviate the suffering of others.

7. **Respect for human dignity:** Recognizing and honouring the inherent worth and value of every individual, treating them with respect and dignity.

8. **Equality:** Treating all individuals as equals, without discrimination based on race, gender, religion, or other characteristics.

9. **Responsibility:** Taking personal accountability for one's actions and their consequences, fulfilling obligations, and considering the impact of one's choices on others.

10. **Veracity:** Being truthful, honest, and transparent in all communications and interactions.

11. **Integrity:** Adhering to moral and ethical principles, maintaining consistency between one's beliefs, words, and actions.

12. **Empathy:** Understanding and sharing the feelings, experiences, and perspectives of others, and considering their needs and interests.

13. **Sustainability:** Considering the long-term impact of actions on the environment, future generations, and the preservation of resources.

14. **Open-mindedness:** Being receptive to different perspectives, ideas, and opinions, and being willing to engage in constructive dialogue and learning.

15. **Accountability:** Accepting responsibility for one's actions and their consequences, and being willing to face the consequences of unethical behaviour.

3. Human Values

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large.

❖ Importance of Human Values

- Provides understanding of the attitudes, motivation and behaviours
- Influences our perception of the world around us
- Represents interpretation of "right and wrong"
- Provides a way to understand humans and organisation

❖ Core human values

- **Right Conduct** – Contains values like
    - self-help skills (modesty, self-reliance, hygiene etc.),
    - social skills (good behaviour, good manners, environment awareness etc.),
    - ethical skills (courage, efficiency, initiative, punctuality etc.)
    - Ownership
- **Peace** – Contains values like
    - equality
    - focus
    - humility
    - optimism
    - patience
    - self-confidence
    - self-control
    - self-esteem
- **Truth** – Contains values like
    - accuracy
    - fairness
    - honesty
    - justice
    - quest for knowledge
    - determination

❖ Morals, Values, and Ethics

- Morals are personal beliefs about right and wrong, influenced by individual conscience and cultural/societal factors.
- Values are fundamental beliefs that guide individuals or groups in determining what is important or desirable in life.
- Ethics provide a framework of principles or standards of conduct that guide moral judgments and decisions in specific contexts.

Morals are more personal and individual-based, values are broader beliefs that guide behaviour, and ethics are principles that guide moral judgments and decisions, often in professional or societal contexts.

Term	Definition	Key Attributes
Morals	Morals refer to personal beliefs or principles about what is right or wrong, guiding an individual's behaviour and judgments.	- Based on personal beliefs, conscience, and upbringing - Often shaped by cultural, religious, or societal influences - Can vary among individuals and cultures
Values	Values are fundamental beliefs or principles that guide individuals or groups in determining what is important or desirable in life.	- Deeply held beliefs or principles - Shape attitudes, behaviours, and decision-making - Can be influenced by culture, upbringing, personal experiences, and societal influences
Ethics	Ethics refers to a set of principles or standards of conduct that guide individuals or groups in making moral judgments and decisions in a particular context.	- Focuses on moral principles, values, and standards - Provides guidelines for right and wrong behaviour - Often based on professional, societal, or philosophical frameworks

- **Team-Working:** Working together as a unit for common goal, building teams through mutual trust, respect and cooperation.

(Source: GoI-UNDP Project Document on Civil Services Competency)

7. Comparison of important ethical values

❖ Action, Behaviour, Conduct
- Action is a specific deed or act, often purposeful and intentional, while behaviour encompasses a broader range of actions and responses.
- Behaviour is influenced by various internal and external factors, while conduct emphasizes adherence to standards or expectations.
- Conduct can be seen as a reflection of one's overall behaviour and demeanour, encompassing actions, behaviour, and interactions.

Term	Definition	Key Attributes
Action	Action refers to a specific deed or act performed by an individual in response to a stimulus or situation.	- Observable behaviour or activity - Purposeful and intentional - Often associated with achieving a goal or producing a result
Behaviour	Behaviour encompasses a range of actions, conduct, or responses exhibited by an individual in various contexts.	- Observable actions, reactions, or patterns of conduct - Includes both conscious and unconscious actions or expressions - Influenced by internal and external factors such as personality, values, culture, environment, and social norms
Conduct	Conduct refers to the manner in which an individual behaves or carries oneself, often in relation to standards or expectations.	- Refers to overall behaviour or demeanour - Reflects adherence to societal, professional, or ethical standards - Can be observed in a person's actions, behaviour, and interactions with others

❖ List of Ethical conflicts/dilemmas

1. **Conflicting interests:** Balancing personal interests with the broader public interest when making decisions or taking actions that may have personal benefits or conflicts of interest.

2. **Transparency vs. Confidentiality:** Balancing the need for transparency and accountability with the need to protect sensitive or

9. **Short-term gains vs. Long-term sustainability:** Considering the potential long-term consequences of policy decisions or actions and balancing them with immediate benefits or political expediency.

5. **Moral Development:** Conscience can evolve and develop over time as individuals mature, gain new experiences, and engage in ethical reflection. It can be shaped by education, cultural values, and exposure to different ethical perspectives.

❖ Limitations of Conscience as Sources of Ethical Guidance

1. **Subjectivity and Variability:** Conscience is subjective and varies from person to person. Different individuals may have different interpretations of what their conscience dictates. This subjectivity can lead to moral relativism, where individuals justify their actions based on their own personal conscience, even if it conflicts with widely accepted ethical standards.

2. **Cultural and Social Influences:** Conscience is influenced by cultural and social factors. The moral values and norms of a particular society can shape an individual's conscience. However, these values and norms are not universal and can differ across cultures and societies. Conscience can be limited by the biases and limitations of the cultural and social context in which it is developed.

3. **Fallibility and Errors:** Conscience is not infallible. It can be prone to errors, biases, and irrationality. People can have false beliefs or misconceptions about what is morally right or wrong. Conscience can also be influenced by emotions, personal interests, or unconscious biases, leading to flawed ethical judgments.

4. **Lack of Consensus:** Conscience can vary even within a society or community. Different individuals may have conflicting consciences, leading to divergent ethical viewpoints. This lack of consensus highlights the difficulty of relying solely on conscience as a reliable ethical guide, as it can lead to moral disagreements and subjective justifications.

5. **Insufficient Guidance:** Conscience alone may not provide sufficient guidance in complex ethical dilemmas. Some moral dilemmas require more nuanced ethical analysis, drawing upon ethical theories, principles, and logical reasoning. Conscience, by itself, may not offer comprehensive solutions or clear answers to complex ethical questions.
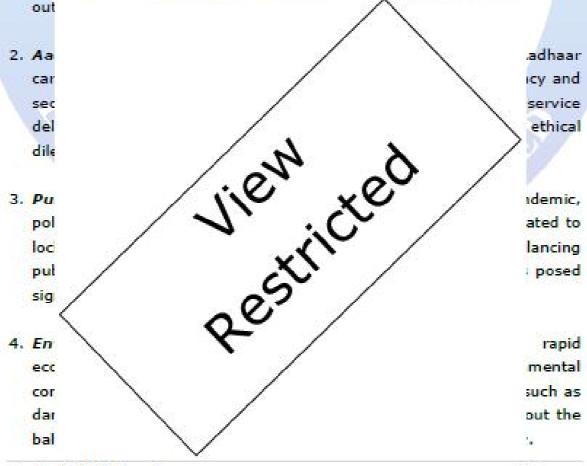
Following are the types of behaviour seen as integrity violations: -

1. Corruption: bribing, favoritism
2. Conflict of interest (gifts, jobs, etc.)
3. Fraud and theft of resources
4. Waste and abuse of resources
5. Break rules/misuse power (also for the organization)
6. Misuse and manipulation of information
7. Indecent treatment (intimidation, discrimination)
8. Private time misconduct

(*Source: Indian Institute of Public Administration: IIPA module, Huberts, 2014; Lasthuizen, Huberts, & Heres, 2011; Vardi & Weitz, 2004*)

15. Real-time examples for ethical dilemmas

1. **Business Opportunity vs. crisis:** The unfair hike in the air travel charges to the city of Bhubaneswar during the disaster unleased by the multiple trains collisions had raised serious ethical issues. Despite the call of the Government, not to increase charges, the corporates came out

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