

7. *Discipline* : Personal discipline must always be maintained. The assets of the Company shall not be misused. These include tangibles like equipments, facilities, systems as well as intangibles as proprietary information, relationships with customers & suppliers etc.
8. *Damage to None* : One should mind his behavior so that no damage or inconvenience is done either directly or indirectly, knowingly or unknowingly. Do not bluff / provide false information to counter-part to push your point.
9. *Even Temper* : Our conduct can stand public scrutiny at any time without notice. One must be able to stay composed in both good, bad times and under pressure. One should not change verbal views with time and according to the situation.
10. *Self Study* : One is responsible to the communities in which we live and work and to the global community as well. Continuous monitoring and introspection must be done to ensure that the above values are followed diligently.

ANNEXURE

Questionnaire

Ethics is defined as a set of principles or standards of human conduct that govern the behavior of individuals or organizations. Ethics means living by values. Practically speaking, ethics is an inner feeling concerned with rendering no inconvenience, trouble, damage etc. to individuals, organizations, firms, society etc. directly or indirectly.

This questionnaire is meant for a psychological investigation regarding the ethical environment prevalent in the organization. There is no wrong or right answer. Analysis is done on group basis and not for an individual person. Answering in a fair manner is solicited. Giving personal information is optional. Questions, which are not comfortable or applicable to you, may be left blank. Any other point, if you would like to add, is gladly accepted.

Mark “a,b,c,d,e” for each of the following viewpoints

Name	<input type="text"/>
Designation	<input type="text"/>
Age	<input type="text"/>
Sex	<input type="text"/>
Department	<input type="text"/>
Service (Years)	<input type="text"/>
Qualification	<input type="text"/>
Religion	<input type="text"/>
Community	<input type="text"/>
Nativity (Village, District, State)	<input type="text"/>
Place Where Maximum Life Spent	<input type="text"/>
Income of the Total Family	<input type="text"/>
Father’s Occupation	<input type="text"/>

External Ethical Perception

1 . I ensure equitable treatment regardless of socio (sex, caste, religion etc.) – economic and cultural backgrounds.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

2. I shall deal on behalf of the company with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

3. My customers and suppliers must have an opportunity to make a fair profit.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

4. All our customers, suppliers and other stakeholders should follow ethics.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

5. Even under pressure to act, I always followed my conscience.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

6. When unethical practice is noticed, I indulge in personalized attack also.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

7. For all official dealings, I always adhere to fair / equal opportunity.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

8. I negotiate as part of my duty, and expect others to negotiate in fairness.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

9. I give reasonable thinking to other's views.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

10. I form an opinion about others after due diligence.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

External Ethical Frequency

11. I discuss the negative feelings clearly about a person or organization at proper forums.

- a) never b) rarely c) sometimes
d) frequently e) always

12. I think of ethics

- a) never b) rarely c) sometimes
d) frequently e) always

13. I promptly and candidly explain to customers about our strengths and opportunities and also our threats and weaknesses, which are detrimental to them.

- a) never b) rarely c) sometimes
d) frequently e) always

13. Same as above, suppose the disclosure is not in the interest of the company.

- a) never b) rarely c) sometimes
d) frequently e) always

14. I indulge in casual talk about unethical practices of management and about other professionals.

- a) never b) rarely c) sometimes
d) frequently e) always

15. In discussions, arguments, reprimands etc., I give fair chance to other person in defending his case.

- a) never b) rarely c) sometimes
d) frequently e) always

16. The assets of the Company shall not be misused. These include tangibles like equipments, materials, facilities, systems as well as intangibles as proprietary information, relationships with customers & suppliers etc.

- a) never b) rarely c) sometimes
d) frequently e) always

17. I do bluff / provide false information to my counter-part to push my point.

- a) never b) rarely c) sometimes
d) frequently e) always

18. I follow / encourage innovative actions as appropriate, even when maintaining the status quo would be an easier choice.

- a) never b) rarely c) sometimes
d) frequently e) always

External Ethical Comprehension

19. Do you highlight the mistake of critical nature, done by other person.

- a) Yes, I do not want to loose the opportunity of defaming him
b) Yes, I want to become a hero
c) Yes, next time same mistake should not happen
d) No. I do not want to hurt him
e) No, I do not want to get involved in any issue

20. Some system has a problem and needs a solution.

- a) I check on my own, if found, accept that because of me problem has come
- b) I check on my own, if found, I cover it
- c) I simply sit down, while other parties keep checking
- d) I always point the finger at others
- e) I am confident, my side there is no problem, I need not do anything

21. If someone is unethical, I

- a) ignore it
- b) express my feelings to him
- c) complain to proper authority
- d) follow him to gain undue advantage
- e) disclose to the victimized person

Internal Ethical Perception

22. Any person, before entering the profession, should be administered the oath of ethics.

- a) strongly agree b) somewhat agree c) agree
- d) somewhat disagree e) strongly disagree

23. I would not accept even my friend for breaking a policy, norm etc.

- a) strongly agree b) somewhat agree c) agree
- d) somewhat disagree e) strongly disagree

24. I assist my colleagues in their professional development, though they are my potential competitors to me.

- a) strongly agree b) somewhat agree c) agree
- d) somewhat disagree e) strongly disagree

25. While evaluating a low performer, I like to de-grade him, rather than giving him an opportunity to improve, much before the evaluation.

- a) strongly agree b) somewhat agree c) agree
- d) somewhat disagree e) strongly disagree

26. 'Employee conduct' be evaluated in a broader way in performance appraisal system as against one box named 'integrity'.
- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree
27. I use my authority solely to fulfill my responsibilities and not for self-interest or to further the interests of family, friends or associates.
- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree
28. Sometimes, openly I criticize the policies or any action of the organization.
- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree
29. Integrity is highly valued in my company.
- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree
30. I enjoy working in this organization.
- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree
31. In business and personal dealings that affect business, we follow the rules. Where rules do not exist, we use fair judgment.
- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree
32. I am responsible for the future of some persons.
- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

Internal Ethical Frequency

33. It is not always possible to do jobs with in the boundaries of rules. In the interests of the organization, I sometimes cross the limits but with in the ambit of ethics (values).

- | | | | |
|---------------|-----------|--------------|----------------------|
| a) never | b) rarely | c) sometimes | |
| d) frequently | e) always | | <input type="text"/> |

35. I accept gifts / favours of substantial nature, from the person having official dealings (contractors, suppliers etc.) with the company.

- | | | | |
|---------------|-----------|--------------|----------------------|
| a) never | b) rarely | c) sometimes | |
| d) frequently | e) always | | <input type="text"/> |

36. I ensure that the people under me follow ethics.

- | | | | |
|---------------|-----------|--------------|----------------------|
| a) never | b) rarely | c) sometimes | |
| d) frequently | e) always | | <input type="text"/> |

37. If it meant getting ahead, I would take credit for some one else's work.

- | | | | |
|---------------|-----------|--------------|----------------------|
| a) never | b) rarely | c) sometimes | |
| d) frequently | e) always | | <input type="text"/> |

38. I place organizational benefit over my personal gain.

- | | | | |
|---------------|-----------|--------------|----------------------|
| a) never | b) rarely | c) sometimes | |
| d) frequently | e) always | | <input type="text"/> |

39. I would appreciate the good job done by colleagues.

- | | | | |
|---------------|-----------|--------------|----------------------|
| a) never | b) rarely | c) sometimes | |
| d) frequently | e) always | | <input type="text"/> |

40. I propagate ethical decision making to superiors and peers.

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|---------------|-----------|--------------|----------------------|
| a) never | b) rarely | c) sometimes | |
| d) frequently | e) always | | <input type="text"/> |

41. Officers practice what they preach.

- | | | | |
|---------------|-----------|--------------|----------------------|
| a) never | b) rarely | c) sometimes | |
| d) frequently | e) always | | <input type="text"/> |

e) Must be applicable for all parties dealing with VSP like suppliers, contractors, ancillary industries.

Societal Ethical Perception

47. We must bear our fair share of taxes as a responsible citizen.

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|----------------------|----------------------|----------------------|
| a) strongly agree | b) somewhat agree | c) agree |
| d) somewhat disagree | e) strongly disagree | <input type="text"/> |

48. I am meeting the expectations of my family about my responsibility towards the organization.

- | | | |
|----------------------|----------------------|----------------------|
| a) strongly agree | b) somewhat agree | c) agree |
| d) somewhat disagree | e) strongly disagree | <input type="text"/> |

49. Sometimes I take decisions favouring someone against organizational interests.

- | | | |
|----------------------|----------------------|----------------------|
| a) strongly agree | b) somewhat agree | c) agree |
| d) somewhat disagree | e) strongly disagree | <input type="text"/> |

50. Our conduct can stand public scrutiny at any time without notice.

- | | | |
|----------------------|----------------------|----------------------|
| a) strongly agree | b) somewhat agree | c) agree |
| d) somewhat disagree | e) strongly disagree | <input type="text"/> |

51. In public places like ticket counters, I like following 'queue' manners and give sufficient thinking for other's opportunity also.

- | | | |
|----------------------|----------------------|----------------------|
| a) strongly agree | b) somewhat agree | c) agree |
| d) somewhat disagree | e) strongly disagree | <input type="text"/> |

52. Taking / giving dowry directly or indirectly in any form is acceptable.

- | | | |
|----------------------|----------------------|----------------------|
| a) strongly agree | b) somewhat agree | c) agree |
| d) somewhat disagree | e) strongly disagree | <input type="text"/> |

Societal Ethical Frequency

Self Ethical Perception

58. I read and understood the CDA rules of the organization.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

59. I used my position or influence directly or indirectly to secure inadvertent advantage.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

60. Apart from the existing rules, procedures, etc. there is a need for an ethics program.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

61. I am doing the job to the extent I am paid.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

62. I am doing the job to the extent I can .

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

63. I do not hide the mistakes done by me.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

64. In moments of conflict, I do what is convenient and not what is right.

- a) strongly agree b) somewhat agree c) agree
d) somewhat disagree e) strongly disagree

65. If I made a mistake that could hurt the company, I would cover it up to avoid being reprimanded.

- | | | |
|----------------------|----------------------|----------------------|
| a) strongly agree | b) somewhat agree | c) agree |
| d) somewhat disagree | e) strongly disagree | <input type="text"/> |

Self Ethical Frequency

66.I used to report for duty at exactly, say 9am.

- | | | |
|---------------|-----------|----------------------|
| a) never | b) rarely | c) sometimes |
| d) frequently | e) always | <input type="text"/> |

67.I take office stationery, wrenches, electrical items etc. to home.

- | | | |
|---------------|-----------|----------------------|
| a) never | b) rarely | c) sometimes |
| d) frequently | e) always | <input type="text"/> |

68.I sleep for a while, on duty.

- | | | |
|---------------|-----------|----------------------|
| a) never | b) rarely | c) sometimes |
| d) frequently | e) always | <input type="text"/> |

69.I accept nominal gifts which are customary or of commemorative nature for special events.

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|---------------|-----------|----------------------|
| a) never | b) rarely | c) sometimes |
| d) frequently | e) always | <input type="text"/> |

70.I use office time for personal activities.

- | | | |
|---------------|-----------|----------------------|
| a) never | b) rarely | c) sometimes |
| d) frequently | e) always | <input type="text"/> |

71.I ensure transparency and disclosure in my actions.

- | | | |
|---------------|-----------|----------------------|
| a) never | b) rarely | c) sometimes |
| d) frequently | e) always | <input type="text"/> |

72.I comply with all applicable laws and regulations, both in letter and spirit, irrespective of criticality of the activity.

80. Once I have come for duty, the earliest time I have gone out for personal work.

a) immediately

b) after 1 hour

c) after 2 hr.s

d) after 3 hr.s

e) after 4 hr.s

Self Ethical Comprehension

81. I have a problem and do not know the solution.

a) Something, I keep on doing

b) I approach someone who knows

c) I try first and seek others

d) I pass the buck on others

e) I do not do anything

82. I perceive certain activity has to be taken up to prevent some damage, but I face opposition from higher-ups.

a) I will take up the job

b) I start the job, in midcourse I review it

c) I will never take up

d) I follow boss's instructions

e) I wait until the damage starts, immediately I start the job

83. I fairly accept my mistakes, when pointed out.

a) I accept immediately

b) I accept, only when there is opportunity for correction

c) I blame others

d) When damage was already done, I do not accept

e) In no case, I accept

84. When an ethical dilemma confronts me, my action will be,

a) avoid

- b) wait & watch
- c) go along the flow
- d) throw the ball to other's court
- e) take initiative

85. Sometimes, I succumb to the temptation of accepting favours owing to

- a) Family pressure
- b) Peer pressure
- c) Friend's / relative's behavior
- d) Degraded values in society
- e) None

86. While serving the company, I earn money from other activities.

- a) I will not do any activity disturbing my attention towards the company
- b) I do not have capability to handle both
- c) I am not getting the opportunity to earn
- d) I take up with out sacrificing my commitment
- e) Anyhow I get salary, I take up and use my contacts & position

87. An opportunity comes, where you can benefit by cheating your company and still it will never be known to anyone.

- a) I go for it
- b) I do and advice others to do
- c) I see that others have utilized & then I start
- d) I will never go for it
- e) Further I take action so that none ever get this type of opportunity

88. While taking permissions / leaves, I weigh the requirements both of work and of family.

- a) Office job is always first
- b) I prefer office job
- c) I weigh the seriousness of both