

WORK ETHICS

WORK ETHICS TAILORED FOR
GOVERNMENT WORKERS IN KENYA
NATIONAL & COUNTY
LEVELS
PART I



USE OF TECHNOLOGY



TRAINING OF COUNTY CLERKS IN SIAYA/
DR. PETER ONYANGO ONYOYO

WHY IS GREETING IMPORTANT?



TRAINING OF COUNTY CLERKS IN SIAYA/
DR. PETER ONYANGO ONYOYO

WHY WORK ETHICS FOR CIVIL SERVANTS?

- THE CONSTITUTION OF KENYA 2010 AND SERVICE DELIVERY.
- LABOUR LAWS IN KENYA
- THE BILL OF RIGHTS IN KENYA
- PUBLIC PARTICIPATION
- QUESTIONS: WHO IS YOUR EMPLOYER? WHO IS THE STATE? WHOM ARE YOU TO SERVE AND WHY?

WHY WORK ETHICS?



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WHAT IS ETHICS?

- DEFINITION/ GENERAL ETHICAL PRINCIPLES
- DISTINCTION BETWEEN MORALS AND ETHICS – AND WHY ETHICS
- BEING CRITICAL THINKER IN YOUR SERVICE DELIVERY – BE SMART
- SPECIFIC- ONE MAN ONE JOB
- MEASURABLE- QUANTIFY/QUALIFY YOUR WORK
- ACCURATE- DO IT WITH EXACTNESS
REQUIRED/KNOWLEDGE IS POWER
- REAL- THE POWER OF NOW
- TIME-BOUND- KEEP DEADLINE FOR YOUR WORK

CODE OF CONDUCT/ CODE OF ETHICS

- MAKE YOUR OWN WORK CODE OF CONDUCT
- BE PRINCIPLED
- ADHERE TO WHAT YOU HAVE CREATED FOR YOURSELF- PERFORMANCE CONTRACT IS PERSONAL/ STANDARDS YOU WANT TO MEET
- REVISE YOUR CODE OF CONDUCT
- BE SMART WITH YOUR BOSS AND COLLEAGUES



THINGS TO WATCH

- HONESTY
- HARD WORK (COMPARE MONEY WITH WORK)
- PUT YOUR PERSONAL COMPLAINTS ASIDE
- RESPECT WORK ENVIRONMENT POLICIES
- GET TO KNOW YOUR BOSS – SUPERVISOR
- THINK CRITICALLY
- THINK BEFORE YOU ACT

MY WORK SHOULD BRING ME JOY AND SATISFACTION



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SENSE OF RESPONSIBILITY

- WHAT IS RESPONSIBILITY
- WHAT IS OUR SOCIAL RESPONSIBILITY
- CARE ABOUT COLLEAGUES
- NO ABSCONDING THE JOB
- PROFESSIONAL SECRET

LISTEN CAREFULLY & TAKE NOTES



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WORK CULTURE

- WHAT IS WORK CULTURE?
- HOW CAN I DEVELOP WORK CULTURE?
- WORKAHOLICS – BEING A FANATIC
- NEED DRIVEN WORK/ MOTIVATION DRIVEN
- WORK TO BE PART OF ME
- IT IS NOT FOR MONEY
- IT IS NOT FOR A SHOW

WORKPLACE ETHICS



Workplace Ethics

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CREATE FRIENDLY ENVIRONMENT



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OOH! AM IN A WRONG PLACE!



WORK AS A RIGHT & A DUTY

- HUMAN RIGHTS FOR LABOUR
- DUTIES OF WORKERS
- DUTIES OF EMPLOYER
- WHY DO YOU NEED WORK?
- WORK IS NOT A PUNISHMENT OR MORAL SANCTION
- WORK SHOULD NOT MAKE ONE SAD OR UNHAPPY
- WORK AS SELF-FULFILLMENT/ SELF-REALIZATION

COMPETITIVENESS AT WORK PLACE TIME IS OF ESSENCE



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CUSTOMER SATISFACTION

- WHO IS YOUR CUSTOMER? WHOM ARE YOU TO SERVE AND WHY?
- IS YOUR BOSS YOUR CUSTOMER?
- HOW DO YOU DEAL WITH THE PUBLIC?
- ASK YOURSELF WHY DOES MY SALARY COME FROM?
- THINK OF WHAT YOU ARE DOING FOR THE STATE RATHER THAN WHAT IS THE STATE DOING FOR ME (J.F. KENNEDY)

- RESPECT TOWARDS THE PUBLIC
- RESPECT TOWARDS THE HUMAN PERSON (WHETHER DISABLED OR NORMAL)
- READINESS TO SERVE/ STEWARDSHIP AS A DUTY
- OBLIGATIONS – RESPECT CONVENTIONAL WORKING HOURS (STIPULATED TIME) – CONTRACT
- MIND ABOUT YOUR PERFORMANCE AND SERVICE DELIVERY



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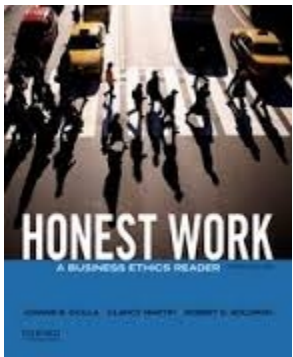
OFFICE MUST BE NEAT & ORDERLY



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INTEGRITY MEASURES

- ETHICS & ANTI-CORRUPTION COMMISSION
- WHAT IS INTEGRITY? WHY DO WE NEED IT?
- WHAT IS CORRUPTION? IT IS NOT ONLY EMBELZZLING MONEY BUT ALSO STILLING FROM THE GOVERNMENT (STEALING TIME)
- BRIBING OR ACCEPTING BRIBE



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DON'TS

- DON'T BRIBE YOUR BOSS FOR MORE FAVOURS/
FOR PROMOTION
- DON'T BACK BITE YOUR COLLEAGUE AND DERAIL
HIM FOR POSITION OR GAIN
- DON'T USE YOUR WORK TIME FOR YOUR
PERSONAL AFFAIRS / NO DISCRIMINATION
- DON'T BRING CONFLICT AT THE WORK-PLACE
- DON'T MAKE ENEMIES BUT COLLEAGUES
- AVOID BIASNESS IN SERVICE
- DON'T FAVOUR YOUR RELATIVES OR FRIENDS

- DON'T BEHAVE TO ATTRACT MORE ATTENTION FROM YOUR BOSS
- DON'T LOOK FOR FAVOURS BUT MERITS
- DON'T LIE IN ORDER TO APPEAR HONEST
- DON'T ACCEPT THAT YOU KNOW WHEN YOU DON'T KNOW (NEVER CHEAT)
- DON'T PUT YOURSELF FIRST BEFORE SERVICE (LEAVE YOUR MOOD AT HOME)
- DON'T ENGAGE IN PERSONAL TALKS AT WORK PLACE (STOP ACTIVITIES THAT ARE NOT RELEVANT TO YOUR WORK)
- AVOID BEING IDLE
- AVOID NEPOTISM
- AVOID BEING SPY OF OTHER COLLEAGUES

- AVOID POLITICS / IT IS IRRELEVANT TO YOUR WORK AND CONCERN
- NEVER JOIN BAD GROUPINGS TO PLOT AGAINST YOUR WORK
- AVOID LAZY COLLEAGUES
- AVOID THOSE WHO DISCOURAGE YOU
- AVOID FAINT HEARTED PERSONS
- STOP NEGATIVE ETHNICITY
- STOP GENDER VIOLENCE AND HATRED
- NO TO DISCRIMINATION

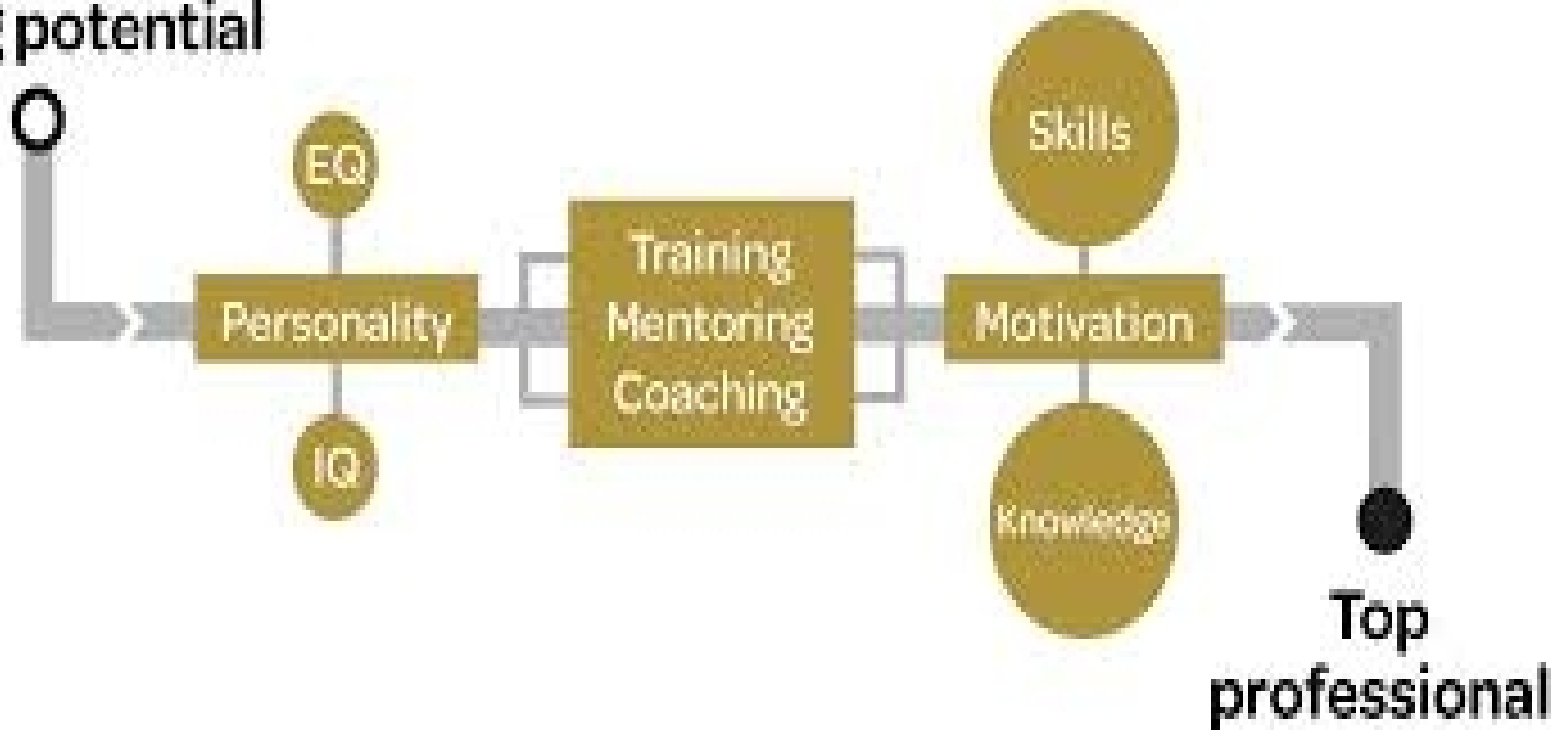
DO'S

- WORK DISCIPLINE – THE DO'S
- PUNCTUALITY – RESPECT YOUR WORK TIME (CLOCK IN AND CLOCK OUT)
- LOVE YOUR JOB (PASSION FOR WORK)
- SINCERITY / BE CLEAR AND PRINCIPLED
- RESPECT OTHERS FREEDOM
- BE SMART
- BE DILIGENT / HARD-WORKING
- SHOW HAPPY MOOD / A PEACEFUL PERSON

- CHERISH YOUR JOB ALL THE TIME
- ASK YOURSELF – WHAT HAVE I DONE?
- RESPECT DEADLINE FOR ANY TIME OF WORK
- LEARN HOW TO HANDLE GREAT WORKLOAD
- YOU ARE NOT THE BEST BUT YOU HAVE MERITED THE JOB (COMPETITIVENESS)
- PLAN YOURSELF
- PREPARE YOUR WORK PLACE IN TIME
- ARRANGE YOUR OFFICE
- PAY ATTENTION TO WHOEVER SEEKS YOUR SERVICE
- BE AWARE OF CHALLENGES

DISCOVER YOUR POTENTIALS

Young potential



RISK MANAGEMENT

- WHAT ARE THE ETHICAL CHALLENGES?
- WHAT ARE ETHICAL DILEMMA AT WORK?

FIX IT!



HOW TO HANDLE WORK LOAD



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CONSULT & SHARE



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HOW TO DEAL WITH YOUR BOSS

- YOUR BOSS IS ASKING YOU TO DO SOMETHING UNETHICAL, WHAT SHOULD YOU DO?
- YOU ARE THREATENED WITH SACKING, WHAT SHOULD YOU DO?
- SEXUAL HARASSMENT, HOW SHOULD YOU HANDLE IT?
- HOW TO MAKE ETHICAL DECISION
- HOW TO MANAGE RISKS

PROFESSIONALISM



- BE OBJECTIVE AND FOCUSED
- BE A CRITICAL THINKER
- DEAL WITH WORK ISSUES/ CHALLENGES
- BE PART OF THE SOLUTION AND NOT PART OF PROBLEM
- DUE DILIGENCE
- YOUR AIM IS TO IMPROVE OR MAKE THE WORK BETTER THAN HOW YOU FOUND IT – MAKE BETTER
- CARE FOR YOUR SUCCESSOR –
- REMEMBER TO HAND-OVER YOUR OFFICE

- KNOW YOUR WORK VERY WELL
- BE READY TO INCREASE YOUR KNOWLEDGE
- BE PREPARED FOR UNKNOWN SURPRISES
- BUILD UP YOURSELF DOING THE JOB
- RESPECT THE BUREAUCRACY

GROWTH SCALE



TEAM PLAYER

- BE A ROLE MODEL
- LEARN HOW TO WORK WITH OTHERS
- ENCOURAGE OTHERS TO BE PERFORMERS
- PARTICIPATE IN TERM BUILDING MEETINGS
- MAKE CONTRIBUTION – INSPIRE OTHERS
- BE POSITIVE – THINK WELL
- BE RECONCILER / BE AN AMBASSADOR
- BE A PARTICIPANT AND NOT SPECTATOR

TEAM PLAYER



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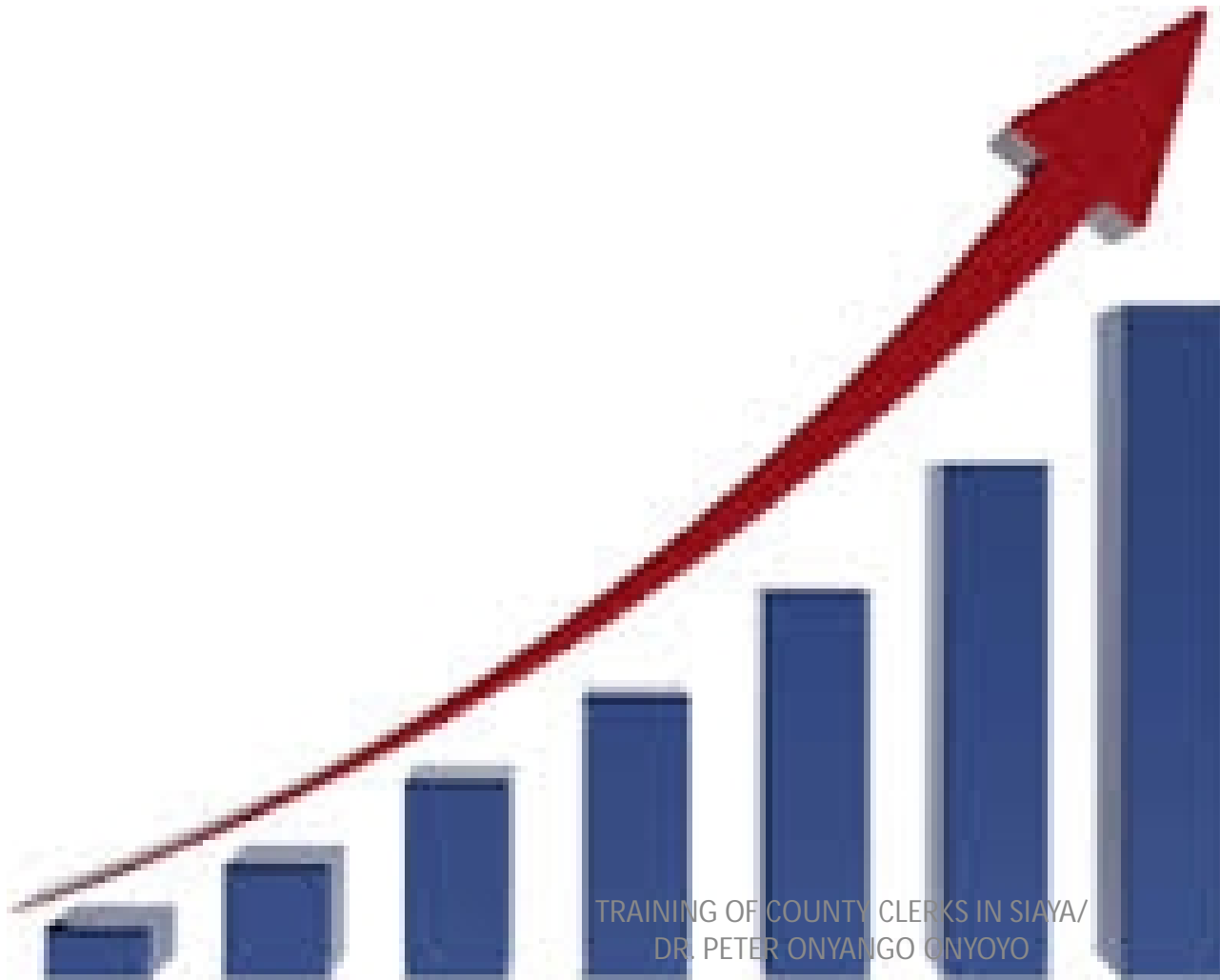
WORK WITHOUT SUPERVISION

- BE YOUR OWN BOSS
- BE MATURE AND RESPONSIBLE
- DEVELOP APTITUDE
- CHANGE THE WORK ATTITUDE TOWARDS WORK
- NEVER WORK UNDER SUPERVISION
- NEVER ABSCOND WORK IN THE ABSENCE OF YOUR BOSS

CORPORATE SOCIAL RESPONSIBILITY

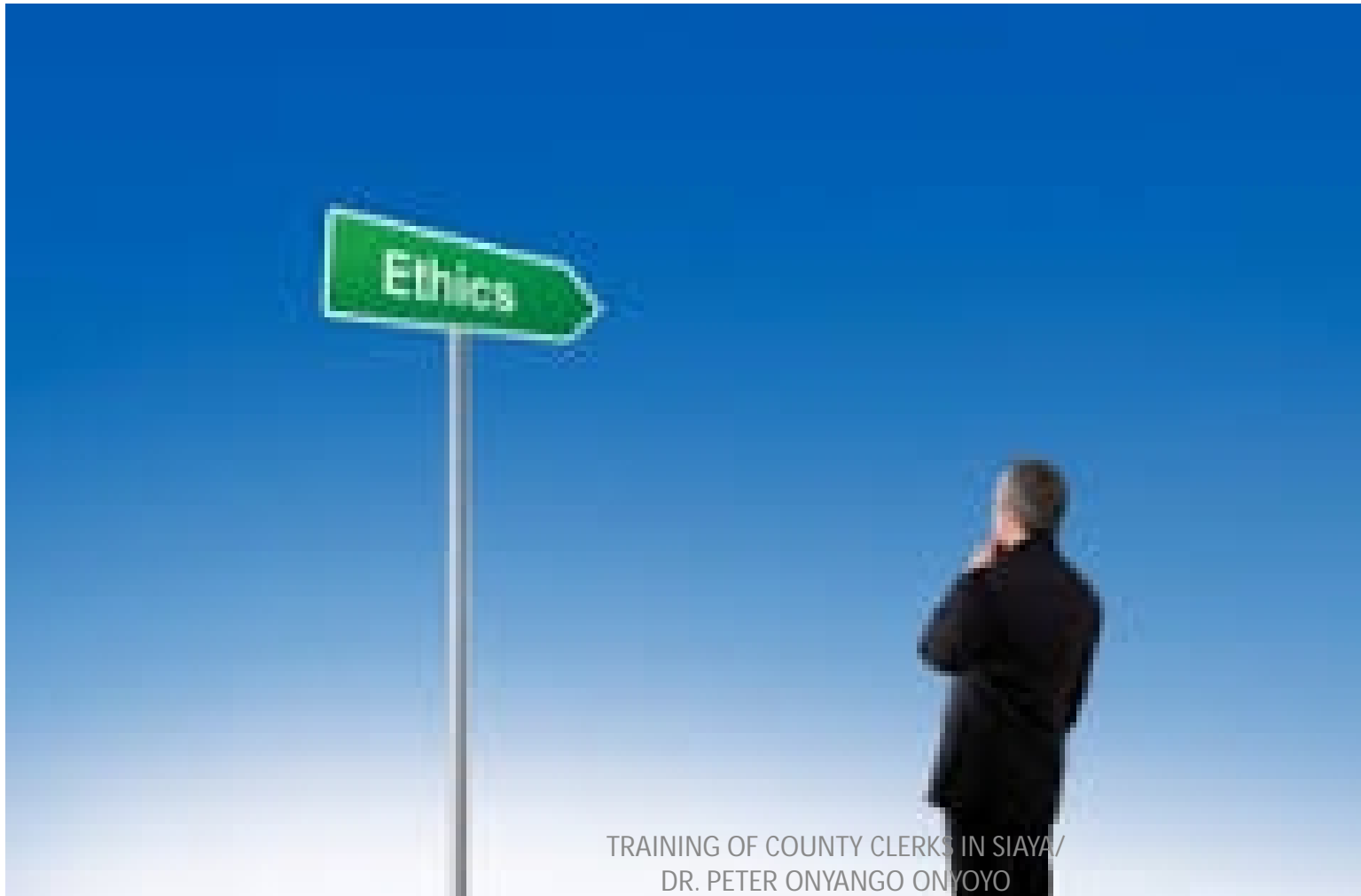
- RESPONSIBILITY
- INTERNALIZING RULES AND PRINCIPLES
- BE THE CARE-TAKER OF YOUR NEIGHBOUR
- IF THE STATE FAILS WE ALL FAIL

THEORY OF PROGRESS



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A STRONG WORK ETHICS IS FOR SUCCESS



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