

Features of administrative ethics

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The most important part of the culture is morality. Ethics - philosophical science, the object of study which is morality, morality as one of the most important forms of human behavior and the regulation of groups of people in society. The practical importance of ethics is manifested primarily in the field of human communication, an important component of which is the communication between people in the process of joint activity. Joint activities of people can't be neutral with respect to morality. Morality determines human behavior in almost all spheres of social activity.

Administrative activity is no exception. Effective management is unthinkable today without the knowledge of the head of a social science, ethics. Kant wrote that ethics is a springboard that allows people to rise above themselves, to free themselves from selfish inclinations and see the other person is also a person. Ethics can also become a manager for the instrument by which optimizes the entire process activities become successful the entire spectrum of its diverse interactions in social communications system.

Labour morality usually includes professional ethics that determine moral principles and individual behaviour standards for any sphere of labour activity.

Professional ethics are a set of norms that determines an individual position towards professional duties, professional relations with other employees and, finally, towards society as a whole. Professional ethics reflects the specifics of morality, personal interrelationships and behaviour coming from professional activities.

One type of professional ethics is an administrative ethics. There are many definitions of administrative ethics. Normally it is stressed that governmental employees set up ethical standards for managerial decisions, analyse these standards and bear personal and professional responsibility for the decisions made. Civil service ethics is considered as 'a set of moral norms and requirements for those in public administration to aim their professional activity at attainment of common wealth and effective use of moral values. The goal of civil service ethics is to keep the essence and content of professional activities that are socially approved. Its tasks are to regulate employee relations by means of norms, behaviour and actions, and to form an ethical component in the consciousness of administration staff.

Administrative ethics studies all moral aspects of public administration employees' and senior managers' activities. It includes three basic components.

- Values: individual, group and social statements, opinions and attitudes towards concepts like freedom, justice, honesty, loyalty, neutrality, responsibility, etc.
- Standards and norms: the principles that guide the actions of people and employees and help lead and control their behaviour (laws, codes, rules).
- Behaviour: different forms of employee activity limited by certain standards and norms corresponding with social values.

Research administrative staff knowledge of the laws, regulations, rules governing the rules of ethical behavior show that just over half of respondents (66.6% of managers and 55% of specialists) called the Law of Ukraine "On the Rules of Ethics", about half indicated Law Ukraine "On civil service", the Law of Ukraine "On principles of prevention and combating corruption". Also among the responses referred to the Constitution of Ukraine, the Law of Ukraine "On local state administrations" and so on. Only 8.3% of managers and 9.3% of specialists mentioned the general rules of conduct officer, while the document is long before the Law of Ukraine "On the Rules of Ethics" established "ethics requirements for administrative staff".

The problem of professional, administrative and leadership ethics has also been studied in recent years, with primary attention being paid to the principles and norms of leaders' moral behaviour, and the need to consider one's rights and activities as professional duty. Experience demonstrates that employees, especially top officials, take a great interest in the practical recommendations, behaviour standards and ethical codes that promote the effective growth of a career.

An ethical analysis of administrative staff problems allows us to develop the basic rules of ethical conduct of administrative employees, they should be guided in their daily professional activities.

First - honesty and truthfulness. This gives a moral right to replace an employee giving him the post of Deception, a deal with his conscience - is not just a personal weakness of the official, is the application of the organization damage.

Second - in the relations of employees must be sensitivity, kindness, compassion. Such qualities must be manifested in the relationship between employees and in the relation to suppliers, customers.

Third - modesty and sincerity employee. A modest man never makes a spectacle out their "I" does not accept any exclusive advantages and special rights. He shows the tolerance required tolerance for others, critical of their own merits and disadvantages.

Fourth - politeness and correctness in circulation. This rule requires the following. A civil servant in the service and in private life must be considerate, respectful, considerate. His verbal behavior should be aimed at preventing possible conflicts of interest in the service and the conflict in the team. It is necessary to exercise restraint and balance in the discussions to try to understand the opponent. Man cannot be considered a professional civil servant, if he constantly interrupts the dialogue partner, does not know how to listen, allow yourself an aggressive tone and inappropriate comments.

Administrative ethics and the moral foundations help specify, implement moral values in the conditions, sometimes very complex, unusual. Administrative Ethics does not create new principles and concepts of moral consciousness, it seems to be "fit" is already well-known principles, concepts to specific spheres of human activity.

In order to become an administrative ethics in our country is really an effective management tool, it is necessary to create a developed and complex set of inter-related measures. From this perspective, it may be a very useful experience of countries that have long been practicing a systematic approach to the management of

the administrative ethics (such as the US, New Zealand). With this approach, management of administrative ethics is understood as an individual rather stable set of interrelated activities, one of which (but not the only) is to develop a Code of Conduct for administrative employees.

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