

# CODE OF CONDUCT



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Jakarta - 1982

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## **I. CONCEPTUAL FOUNDATION**

### **A. PPM'S Reason for Existence**

The Indonesian people's aspiration is a just and prosperous society based on Pancasila and the 1945 Constitution. To achieve this ideal a national development effort is in progress, aimed, in essence, at development of the whole person, the material aspects and the spiritual, and including the entirety of Indonesia's society.

The primary aim of this national development effort is to erect a strong base upon which the Indonesian people can grow and make progress by means of its own efforts. Thus Indonesians are not to be regarded as the objects of development, who must be provided with economic security, but as its subjects, who must make efforts to obtain that security themselves.

To accomplish this are needed pride, self-confidence and a willingness as well as an ability to change our own future.

In harmony with the spirit of a developing Indonesia, PPM was established to take an active role in forming a cadre of development-oriented people.

### **B. PPM'S Aspirations**

As a contribution to the nation's development, PPM aspires to foster and apply the principles of management in the wider sense of a scientific management combined with the high sociocultural values inspired by Pancasila.

To give form to these aspirations, PPM has defined its sphere of activity to include the following:

1. Management education and training,
2. Management services,
3. Management research and development,
4. Publication of Management books and Journals,
5. Management oriented language courses, and
6. Multimedia or extension courses in management.

These activities can give substance to PPM's aspirations only if they are supported by a staff of professionals of personal integrity and inspired by a spirit of dedication to service. This is possible only if the staff member, on the one hand, endeavors, out of this own self-awareness, to form his character. This requires, on the other hand, that PPM try tirelessly to create an atmosphere and provide the means that will make this effort of character formation possible.

The institution of a code of conduct is one such means and can help greatly in the process of character formation.

## II. CONCEPTUAL FRAME WORK

This code of conduct rests upon the following three bases for PPM's staff's self-realization:

- Professionalism as a fundamental approach to work,
- PPM as a center of dedication to the public welfare

- Responsibility as the foundation for attitudes in action-taking.

### 1. The Basis of Professionalism

A profession is a vocational calling requiring a specialized education and training. It is intended to offer effective and objective services to others in exchange for a fair return. On the basis of the foregoing definition, professionalism can be recognized by the following identifying characteristics:

- a. A continuing effort to increase the value of services provided, this in turn demanding a life-long effort to upgrade the professional's own knowledge and skills.
- b. An ability to separate one's personal interests from professional duties and to put the profession first, always giving priority to the recipient's benefit over one's own advantage.
- c. Practicing objectivity in one's professional activities by firmly adhering to what is right, and not being influenced by one's personal feelings or interests.
- d. A commitment to accepting only a fair return on services supplied and not expecting any share in benefits obtained by the recipient of professional services rendered.



## 2. PPM As a Center for Dedication to The Public Welfare

PPM is committed to two basic ideals that are fundamental to its way of working:

- a. A commitment to the stakeholder concept both to be put into practice internally and to be popularized in the Indonesian business community. By stakeholders is meant all parties requiring consideration in any undertaking as being directly or indirectly interested therein and thus subject to being affected thereby.
- b. The development of an Indonesian management style. In creating a cadre of managers possessing attitudes compatible with Indonesian cultural patterns and orientation, PPM involves itself constantly in the search for and refinement of an Indonesian pattern and style of management.

## 3. Responsibility for Actions

In all social activity an individual human being must make the final decision. For this he needs the moral freedom to follow the dictates of his conscience within the framework of a code of conduct.

For this reason it is not enough to say that **this** is permitted, or **that** is forbidden. Responsible decision making must

be based on consideration of the interest of all parties affected. Only within this framework of values and freedom can the decision maker justify his action.

## III. PPM'S CODE OF CONDUCT

This Code of Conduct defines the employee's relationships with and responsibilities towards all interested groups.

### A. The PPM Foundation and The PPM Institute

The Foundation and the Institute, together with their employees, have entered into an employer employee relationship to be able to realize their ideals in practice. The relationship between the Foundation and the Institute becomes of great value when it fosters professionalism, so that each employee:

1. Views his working relationships not merely as a juridical obligation but also as an opportunity for self-development and as a service to the nation.
2. Views the facilities of his working environment and emoluments not merely:
  - a. as a matter of rights and responsibilities, but
  - b. also as a situation involving the interests of the entire organization which will be affected by his honesty,

integrity, and a feeling of participating in the ownership of the organization.

3. Adopts a mature attitude towards accepting the policies of PPM together with a feeling of responsibility for their implementation.
4. Protects at all times the reputation and good name of the Foundation and the Institute.
5. Is willing at all times to carry out wholeheartedly all assignments with honesty and responsibility, which are within the limits of his abilities.

#### **B. Relationships Between Fellow Employees**

The successful performance of duties and assignments requires cooperation among all employees according to their abilities and competencies supported by a feeling of mutual need and respect.

This being the case, the professional employee should conduct himself in the following manner:

1. When work is distributed to carry out an assignment responsibilities and duties will be divided fairly and in a way which will avoid any impression of favoritism or partiality.

2. At all times and on all occasions there is to be an attitude of willingness to assist others by the transfer of knowledge, skills and experience to fellow employees who may need such assistance.
3. There will be a constant effort to protect the reputation and good names of fellow employees, both on the job and off, in the eyes of fellow employees and clients.
4. On the job there will be openness both in accepting suggestions and in sharing opinions.
5. In informal relationships each individual will attempt to put himself on an equal footing with their fellow employees.
6. On the job every employee will properly regard the sensitivities and feelings of self respect of his fellow employees.

#### **C. The Clients**

Professional employees will constantly be in contact with clients. To preserve his professionalism, the employee will always:

1. Conscientiously determine that the services provided to the client are satisfactory in every respect without any

discrimination associated with the sector represented by the client or the fee previously agreed upon, and without regard to the religion, ethnic group, political beliefs, or social level of the client.

2. Be objective and honest in accepting and carrying out assignments from the client.
3. Preserve confidentiality on all data and information obtained from a client during an assignment, neither giving them to others nor using them in any way for the professional's personal advantage or for the benefit of other parties.
4. Provide to his utmost the best of services without expecting any gift in return for services rendered.
5. Refrain from accepting gifts, except expressions of appreciation and thanks, so that the professional will not lose or decrease his freedom for carrying out his assignment in an objective manner.
6. Refrain from accepting or giving bribes, whether direct or indirect.
7. Refuse all assignments which directly or indirectly violate the law, ethical norms, or our code of conduct, or in any way contribute to the commission of any violations.