Ethical Leadership in Human Resources & Administration: Building Trust in the Workplace

With,
Noelah Bomani

Disclaimer

All content on the "Unpack Your Story World" platforms, including videos, learning content in any form or format, creative stories, and written material, is protected by copyright.

Unauthorized reproduction, distribution, or use of this content without permission is strictly prohibited.

For permissions or inquiries, please get in touch with us directly.

Thank you for respecting our work.

Unpack Your Story

DISCOVER TRUTH

Guidelines for a Great Webinar Experience

Be Present and Engaged: Stay focused and participate actively. We're all here to learn and grow together, so let's make the most of this time!

Respect Others: Listen when others are speaking. Let's create a supportive environment by showing respect to everyone's ideas and opinions.

Use the Chat Responsibly: Share your thoughts, questions, and reactions in the chat. Keep comments relevant to the discussion, and avoid off-topic or disruptive messages.

Raise Your Hand: If you have a question or want to share, use the "raise hand" feature. We want to hear from you, but let's take turns so everyone gets a chance.

Mute When Not Speaking: To minimize background noise, keep your microphone on mute when you're not talking. Unmute yourself when it's your turn to speak.

Be Positive and Encouraging: Let's lift each other up! Offer constructive feedback and support your fellow participants.

Keep it Professional: This is a learning space, so please use appropriate language and behavior at all times.

Have Fun! Learning is more effective when we're enjoying ourselves. Don't be afraid to show your enthusiasm and have a good time!

Unpack Your Story
DISCOVER TRUTH

Objectives

Describe the importance of Ethical Leadership in the context of Human Resources & Administration

Practical tools and strategies for promoting ethical behavior.

Objective - 1

Describe the importance of Ethical Leadership in the context of Human Resources & Administration.

Unpack Your Story
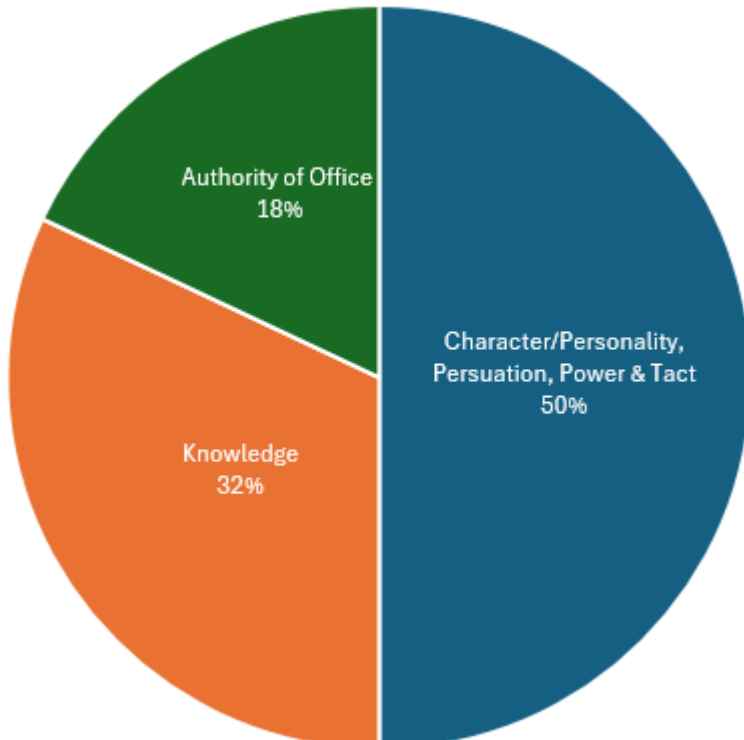
DISCOVER TRUTH

The Bigger Picture

Leadership,
The ability of a person to...

Influence → People → Common Purpose

Sources of Influence

Pie chart — Sources of Influence:
- Character/Personality, Persuasion, Power & Tact: 50%
- Knowledge: 32%
- Authority of Office: 18%

Personal Awareness and Leadership

Personal awareness is the foundation of leadership because it shapes how individuals understand their strengths, weaknesses, emotions, and the impact they have on others. Personal awareness is closely tied to **personality and character (50%)**, forming ethical leadership's core. Leaders with strong self-awareness can act with integrity, empathy, and moral clarity, setting the tone for ethical leadership.

Ability to Lead and Knowledge

The **ability to lead** is developed through knowledge, constituting **32% of leadership**. A leader must continuously seek knowledge, not only in their field but also in understanding human behavior and leadership principles. This knowledge enhances decision-making, problem-solving, and interpersonal skills, allowing leaders to inspire and guide others effectively. It also supports ethical leadership, as knowledgeable leaders can make well-informed decisions that consider the greater good.
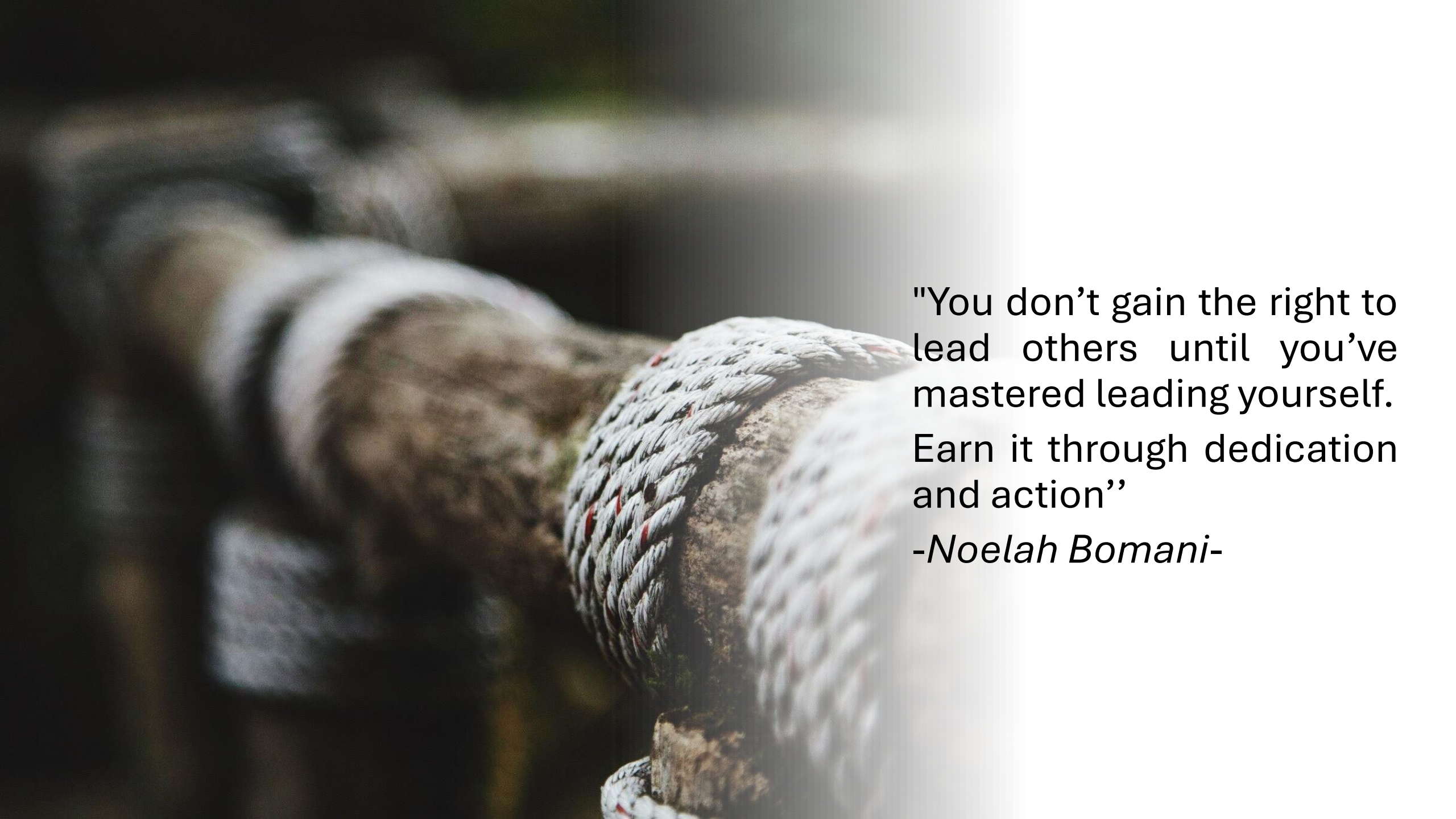
Ethical Leadership and Authority of Office:

Authority of office (18%) provides the formal power to lead, but ethical leadership goes beyond the mere title. Ethical leaders use their authority responsibly, understanding that their role is to serve and uplift others. They rely on their character and knowledge to guide their decisions, ensuring that their power is exercised with fairness and respect for others. By linking authority with ethical behavior, leaders gain the trust and loyalty of those they lead.

Conclusion

❑ Ethical leadership is the result of the harmonious balance between **personal awareness** (*rooted in character*), the **ability to lead** (*enhanced by knowledge*), and **the responsible use of formal authority**.

❑ A leader's **personality and character (50%)** drive their ethical compass, **knowledge (32%)** enables them to lead effectively, and their **authority of office (18%)** empowers them to act, but true leadership is earned by aligning all three with ethical principles and self-awareness.

❑ By mastering these elements, <mark>**LEADERS INSPIRE TRUST, FOSTER GROWTH, AND LEAD WITH INTEGRITY**</mark>, creating a positive impact on those they **SERVE**.

"You don't gain the right to lead others until you've mastered leading yourself.
Earn it through dedication and action''
-Noelah Bomani-

The Journey begins

WITH YOU

-1981-

Today could be the start of something extraordinary—a beautiful journey toward becoming the best version of yourself. Whether you see yourself as a leader or not, the truth is, the power to lead is already within you. It's not about waiting for the perfect moment or someone to come and rescue you. No one is coming to make it happen for you—you hold the key.

Self-awareness is your foundation. Look within and truly understand who you are—your strengths, your challenges, your passions. This is where all leadership begins, not from titles or positions, but from knowing yourself deeply and acting with purpose.

Leadership is not limited to a role or position. It's about how you show up every day—how you carry yourself in your family, your community, your work. It's about taking responsibility for your life and inspiring others by the example you set. Every small action you take today is a step forward, a chance to create positive change in your life and the lives of others.

No one else can make this journey for you. It's up to you to take the first step, to start doing something right now. You are enough, you are capable, and the world needs your unique voice and actions.

So why wait? Start today. Start with self-awareness, start with small, consistent actions, and watch how the world around you changes as you grow. Your leadership journey doesn't begin when someone grants you permission—it begins the moment you decide to take charge of your life.

This is your moment, your start. The journey is waiting and it will be a fantastic one, I cannot wait to hear you unpack it!

Unpack Your Story.

With all my Love

Noelah

Unpack Your Story

DISCOVER TRUTH

https://youtu.be/xj2NqIOWY5U

Ethical leadership refers to the practice of **guiding** and **influencing** *individuals* or *organizations* based on **Ethical Principles**, **Moral Standards**, and **Values**.

Who are they?

Ethical leaders/individuals are:

Those who **PRIORITIZE** *long-term consequences, fairness, responsibility, and respect in their decision-making processes.*

Such leaders/individuals they often:

o Act as role models

o Set High Ethical Standards and Promote such **Behavior** through **COMMUNICATION**, **REINFORCEMENT**, and

o **LEAD** by example.

Reflection

Are you an Ethical HR & Administration Practitioner/Professional?

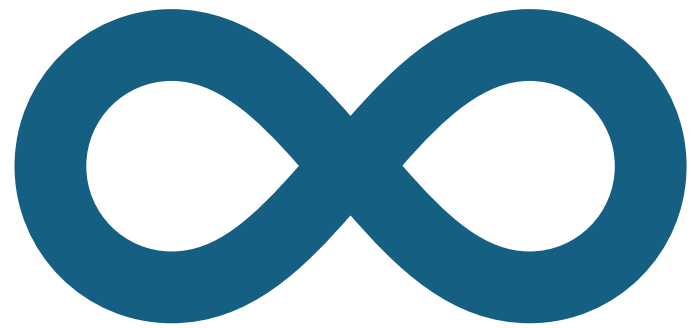# Core Aspects of Ethical Leadership

Integrity

Fairness

Responsibility

Respect for others

Role Modeling

Unpack Your Story
DISCOVER TRUTH

Ethical Fails: Wonders Will Never Cease!

Unpack Your Story

DISCOVER TRUTH

World's Largest

Pinterest 20 Million Gender Discrimination Settlement
gender discrimination and retaliation against women, including high-profile female executives. The lawsuits claimed that women were paid less and treated unfairly, with HR failing to address their concerns.

Uber's Toxic Workplace Culture (2017)
Massive scandal involving workplace misconduct, discrimination, and sexual harassment. *The scandal revealed that HR had failed to address multiple complaints about harassment and toxic workplace culture.*

Wells Fargo Fake Accounts Scandal (2016)
The bank's leadership and HR departments were criticized for creating a high-pressure environment that encouraged unethical behavior. Employees felt compelled to meet unrealistic sales quotas or risk losing their jobs, and HR failed to address the unethical culture or protect employees who raised concerns.

Fox News Sexual Harassment Scandal (2016)
Fox News' HR department was accused of failing to act on complaints of sexual harassment for years. The culture reportedly protected powerful executives like Ailes while ignoring or retaliating against victims who filed complaints.

McDonald's CEO Dismissal Over Policy Violations (2019) engaging in a consensual relationship with an employee. Easterbrook's dismissal exposed HR and leadership failures in ensuring ethical conduct from top executives..

Google Walkout Over Sexual Harassment (2018)
Google's *HR department and leadership were criticized for protecting senior executives accused of misconduct and offering them generous exit packages instead of holding them accountable.*

Unpack Your Story
DISCOVER TRUTH

The Pillars of Integrity: Celebrating the Ethical Leaders

"True leaders are not defined by the power they hold, but by the integrity with which they wield it. In a world of shortcuts, they choose the high road, inspiring others to follow."

— Noelah Bomani

Ethical leadership in Public Service is crucial for maintaining **trust**, **integrity**, and **accountability** in Government Institutions and Organizations.

❑ Examples of Ethical Leadership Traits are based on my own personal observation & assessment; and
❑ Focused on the Father of the Nation and the Current Leader.
❑ This does not eliminate strong ethical leadership traits demonstrated by all of our leaders, each one of them; in their way.

Ethical Leadership Traits
1. *Commitment to Equality and Social Justice*

2. *Integrity and Humility*

3. *Anti-colonialism and Pan-Africanism*

Ethical Leadership Traits

1. Transparency and Good Governance
2. Empathy and Inclusivity
3. Commitment to National Unity and Reconciliation
4. Restoration of International Relations
5. Enhancing Government Transparency and Accountability
6. Advocacy for Women's Empowerment and Gender Equality
7. Improving Press Freedom and Civil Liberties
8. Support for Environmental & Agricultural Sustainability
9. Economic Reforms and Social Justice

Ethical Leadership in Human Resources & Administration

In, HR & ADM Ethical Leadership is centered around what?

Are there examples you can share?

Remember: You GOT this!

Human Resources	Administration
Fair recruitment and selection processes	
Ensuring diversity and inclusion	
Transparency in decision-making related to promotions and rewards	
Implementing policies that uphold employee rights and dignity	
Developing training programs that reinforce ethical behavior	
More...?	More...?

Ethical HR and Adm Leaders/Practitioners work to ensure employees are treated with respect and dignity, cultivating a workplace built on trust, open communication, and adherence to Ethical and Legal guidelines.

Unpack Your Story
DISCOVER TRUTH

Facilitator: "Ready to learn?''

Participants: "Bring it on!"

Unpack Your Story
DISCOVER TRUTH

VALUES

Personal Values, Organizational Values, Leadership, and Ethical Leadership are intricately linked, especially in the context of Human Resources (HR) & Administration Practitioners/Professionals.

Unpack Your Story

DISCOVER TRUTH

Connection

Personal Values: The Foundation

Personal values are the deeply held beliefs and principles that guide individual behavior. For HR & Adm professionals, these values shape how they interact with others, make decisions, and handle conflicts. **Integrity, fairness, and respect** are common personal values that play a significant role in HR & Adm practices. HR & Adm professionals must align their actions with these values to ensure they contribute to an ethical workplace culture.

Organizational Values: The Shared Guiding Principles

Organizational values **define the culture, mission, and vision of the company/organization/institution etc**. They are the collective beliefs that guide how employees, including HR & ADM professionals, conduct themselves. For instance, if an organization values inclusion, transparency, and accountability, HR & ADM professionals are expected to incorporate these values into hiring practices, employee development, and conflict resolution. The alignment between personal values and organizational values is crucial. HR professionals are often the custodians of organizational values, ensuring that they are reflected in policies, practices, and the overall organizational/Institutional culture.

Leadership: Influencing and Setting the Example

Leadership is about influencing and guiding others to achieve a common goal. HR& ADM professionals, whether in formal leadership roles or not, are expected to lead by example. Their actions, decisions, and behavior significantly influence the organization's culture and employees' behavior.

Ethical leadership

Ethical leadership, in particular, emphasizes the importance of leading with integrity, fairness, and responsibility. HR & Adm professionals, as Ethical Leaders, must ensure that their decisions—especially regarding hiring, promotions, disciplinary actions, and diversity—are grounded in fairness and respect for all employees.

Ethical Leadership: The Higher Standard

Ethical leadership is about consistently making decisions that are morally right and just, even when it's difficult. For HR professionals, ethical leadership involves ensuring that policies and practices are not only legally compliant but also uphold ethical standards. This includes promoting equal opportunities, addressing misconduct, and ensuring that all employees are treated with dignity and respect. Ethical HR leaders are responsible for fostering a culture where organizational values are lived out daily. They bridge the gap between the organization's vision and the workforce by creating policies that promote ethical behavior, equity, and inclusion.

Unpack Your Story
DISCOVER TRUTH

The Link: A Synergy of Values and Leadership in HR & ADM

Ethical Leadership

HR & Adm ensures that all decisions uphold the highest ethical standards, influencing the organization's long-term success and Ethical Integrity.

Leadership

HR & Adm professionals lead by example, showing how values are applied in practice.

Organizational Values

Shape the collective actions of the organization, which HR & Adm enforces and promotes.

Personal Values

Guide HR& Adm professionals' behavior and decision-making.

Unpack Your Story
DISCOVER TRUTH

In the context of HR & ADM professionals, **Personal** and **Organizational** Values form the **bedrock** of **Ethical Leadership**.

HR & ADM professionals play a vital role in embedding Ethical Leadership into the organization's/institutional culture by aligning personal, organizational, and leadership values.

This alignment helps create a work environment that is fair, just, and values-driven, which in turn fosters trust, loyalty, and long-term success.

Unpack Your Story

DISCOVER TRUTH
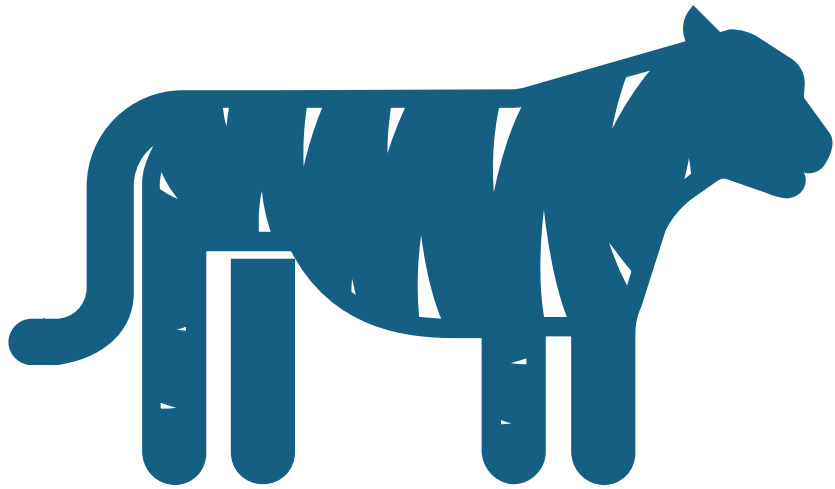
Jungle Ethics - Who's Your Animal Mentor?

Choose an animal mentor that best represents Ethical Leadership qualities you value.

Kero the Parrot: Gossiping and Breaching Confidentiality
•**Title:** The Tale of Kero the Parrot
•**Content:**
- Brief story summary: Kero shares confidential information, leading to chaos in the jungle.
- Ethical issue: Breach of confidentiality.

Sid the Sloth: Faking Survey Results and Being Lazy
•**Title:** The Shortcut of Sid the Sloth
•**Content:**
- Brief story summary: Sid fakes survey results to avoid work, risking trust and credibility.
- Ethical issue: Lack of accountability and integrity.

Grace the Giraffe: Misusing the Training Budget
•**Title:** Grace the Giraffe's Budget Blunder
•**Content:**
- Brief story summary: Grace misuses the training budget for personal luxury, neglecting her duty to provide quality training.
- Ethical issue: Misuse of resources and lack of transparency.

Frequently Asked Questions (FAQs) Download

Self Assessment Activities

Objective 2

Practical tools and strategies for promoting ethical behavior.

Unpack Your Story

DISCOVER TRUTH

Quick wins

Practical Tools for Implementing
Ethical Leadership

Unpack Your Story
DISCOVER TRUTH

Lead by Example	Model ethical behaviour in your daily actions. Show transparency, fairness, and honesty in your communications and decision-making.
Develop Emotional Intelligence	Cultivate empathy and active listening. Understand the perspectives of employees, which is key for ethical decision-making.
Continuous Learning	Stay updated on ethical leadership practices and human resources regulations. Join webinars, read books, or take courses on ethical leadership.
Self-Reflection on Values	Regularly assess your personal values, ensuring they align with ethical principles such as fairness, integrity, and respect.
Maintain Accountability	Hold yourself accountable for ethical behavior by seeking feedback from peers and employees on your actions.

Personal Quick Wins

Unpack Your Story
DISCOVER TRUTH

"Personal Growth: The Courage to Lead Yourself"

Embarking on the journey of ethical leadership isn't easy, **especially when it challenges our ego and forces us to face uncomfortable truths about ourselves**. Some lessons come with a rough edge—they may be uncomfortable, but they are the ones that shape us the most.

Don't be discouraged if you stumble or find it difficult at times. Growth often demands courage, humility, and resilience.

Self-reflection can feel like a confrontation with your flaws, but remember, you're not doing this for anyone else. **You're doing this for YOU.** Every step toward greater self-awareness, every effort to align your actions with your values is a step toward becoming the person and leader you aspire to be.

It's okay to learn the hard way sometimes. What matters is that you keep pushing forward, that you remain committed to the journey, even when it feels tough. **The courage to lead yourself will ultimately give you the strength to lead others.**

So, **do you**, and trust that this process will make you stronger, wiser, and more capable than ever before. Keep going—you're worth it.

This is your moment, your start. The journey is waiting and it will be a fantastic one, I can't wait to hear from you. Just **unpack it!**

Unpack Your Story

With all my Love
Noelah

Ethical Guidelines	Follow STKs – The Public Service Act 2002 (Cap 298), Regulations, 2022 (GN 444), Sheria ya Maadili ya Viongozi wa Umma (Sura ya 398)... Code of Ethics and Conduct for the Public Service – page 72-76 from Regulations, 2022, GN 444, Miongozo ya Kuzuiya Rushwa etc. More...
Promote Transparency	Ensure transparency in HR processes, such as recruitment, performance reviews, and promotions. Clearly explain the rationale behind decisions. Kamati za Maadili, Dawati la Malalamiko, E-Mrejesho, etc. More...
Continuous Learning	Stay updated on ethical leadership practices and human resources regulations. Join webinars, read books, or take courses on ethical leadership.
Fair and Consistent Policies	Review HR policies to ensure they are fair and applied consistently across the organization. Ensure all decisions follow ethical standards. Ensure alignment with Public Service.
Ethics Training	Create simple huddles, workshops, engage other Public Service Authorities for organized, use ample resources we have to enhance our public institutions
Open Door for Ethical Concerns	Create channels for employees to report unethical behavior or concerns. Kamati za Maadili, Dawati la Malalamiko, E-Mrejesho, Grievance procedures etc. More.. Ensure confidentiality and swift, fair resolution to build trust.

Professional Quick Wins

Soon...

Ethical Leadership Models

- Overview of Virtue Ethics Model: Focus on character and integrity.
- Overview of Servant Leadership: Prioritizing the needs of others, empathy, and ethical decision-making.

Ethical Leadership and the Law

- Overview of the Public Service Act, 2002 (Cap. 298) and its relevance to ethical leadership.
- Key points from the Public Service (Code of Ethics and Conduct) Regulations, 2005.
- Role of the Leadership Code of Ethics and the Prevention and Combating of Corruption Act, 2007.

The Importance of Trust in the Workplace

- The role of trust in building a positive workplace culture.
- How trust impacts employee engagement, retention, and organizational success.
- Link to Virtue Ethics Model and Servant Leadership.

Practical Tools for Ethical Leadership in HR

- Anonymous feedback and reporting tools.
- Ethical leadership training and development programs.
- Regular review of the code of conduct.
- Recognition programs for ethical behavior.

Personal Reflection

"*Reflection is the compass that guides our growth; action is the engine that drives it forward. Embrace both, and the journey to success becomes inevitable.*"- **Noelah Bomani**

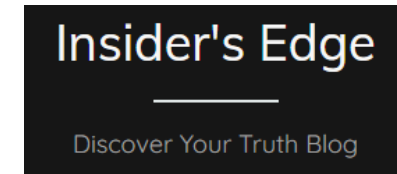List your top three (3) learnings in today's session:

1.
2.
3.

Take the first step towards your success journey today. Reach out now, and let's turn your reflections into powerful results!
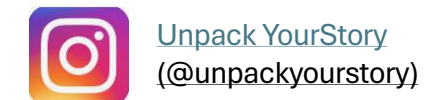**unpackyourstory@gmail.com**

Unpack Your Story
DISCOVER TRUTH

Practical Examples for each Quadrant

To download easy tools for immediate access, **''The Knowledge Hub''**

www.uysworld.org

DISCOVER YOUR TRUTH

WWW.UYSWORLD.ORG

Insider's Edge
Discover Your Truth Blog

YouTube
https://www.youtube.com/@unpackyourstory

Unpack YourStory (@unpackyourstory)

LinkedIn
https://www.linkedin.com/in/noelah-bomani-hfp/

Disclaimer

With all my Love
Noelah

Unpack Your Story

D I S C O V E R   T R U T H