

CODE OF PROFESSIONAL CONDUCT FOR MANAGERS IN THE COWD**INTRODUCTION**

Cagayan de Oro City Water District (COWD) may have always articulated its mission to provide excellent water service to the community for more than Four (4) decades already, but it remains mindful of the professional delivery of managerial functions of its Executives. The COWD is also mindful of the worth and rights of ordinary employees being supervised and that includes giving them a voice in matters affecting them.

The Code of Professional Conduct is deemed necessary for COWD because the workforce cannot move forward without the integrity of its Managers providing the core foundation. It intends to help Managers perform at their best and bring about the improvements to the culture of the District resulting to improved staff well-being and enhanced COWD performance.

COWD believes that the Code of Professional Conduct for Managers provides the ethical foundation along with explicit standards of conduct to adhere to at all times. Moreover, COWD believes that the Code will enhance and deepen the confidence and trust of the employees in their Managers. A valuable synergy between Managers and Employees will enable the delivery of quality public service.

Purpose of the Code

The Code of Professional Conduct for Managers in Cagayan de Oro City Water District (COWD) applies to employees appointed or assuming the position as General Manager (GM), Assistant General Managers (AGM), Department Managers and Division Managers. Its observance shall satisfy the following threefold purpose:

1. It serves as a guiding compass as Managers direct the way in performing the work and upholding the honor and dignity of the organization;
2. It may be used to clarify the functions and expectations of a Manager; and
3. It shall become a valid basis and reference in the conduct of investigative and disciplinary actions dealing with the suitability of a Manager.

STRUCTURE OF THE CODE

Recognizing the three main purposes above, this Code commences by setting out the ethical foundation of a COWD Manager. This is captured in the core values of ACCOUNTABILITY, RESULT-DRIVEN, TEAM PLAYER and FAITH.

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The Code establishes the standards, which is fundamental and expected in the delivery of managerial functions. The standards that identify the Manager's professional responsibilities and role of leading the way is framed in the five different declarations below:

1. Professional Values and Relationships
2. Professional Integrity
3. Professional Conduct
4. Professional Practice
5. Professional Development



CODE OF PROFESSIONAL CONDUCT FOR MANAGERS IN THE COWD**STANDARDS FOR PROFESSIONAL CONDUCT**

The set of standards reflect the difficulty and diversity of the role of a Manager and shall serve as guide in professional judgement and practice.

1. Professional Values and Relationships

Managers should:

- 1.1 be fair and committed to the best interest of the employees entrusted to their supervision;
- 1.2 seek to motivate, inspire and celebrate effort and success;
- 1.3 acknowledge and respect the uniqueness and individuality of the employee and promote professional development;
- 1.4 seek to develop positive relationships with employees;
- 1.5 be committed to equality and inclusion regardless of gender, age, religion, civil status, family status, sexual orientation, disability, race or ethnicity; and
- 1.6 work to establish and maintain the culture of mutual trust and respect within COWD.

2. Professional Integrity

Managers should:

- 2.1 act with honesty and high level of integrity in all aspects of their work;
- 2.2 clearly present the goals of the work and assist the employees in reaching the goals;
- 2.3 be consistent in decision-making and resolution of issues;
- 2.4 take full responsibility for their actions and even if the output fails, accept the blame and come up with solutions to avoid future issues; and
- 2.5 avoid conflict between their professional work and personal interest.

3. Professional Conduct

Managers should:

- 3.1 uphold reputation of COWD by demonstrating acceptable behavior in the workplace;
- 3.2 consider all reasonable steps to ensure the safety and welfare of the employees under their supervision;
- 3.3 understand and follow COWD's policies and guidelines and applicable governments laws;
- 3.4 ensure that they don't exercise their managerial functions under the influence of any substance which weakens their appropriateness to manage; and

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3.5 not misuse the authority for personal gain.

4. Professional Practice

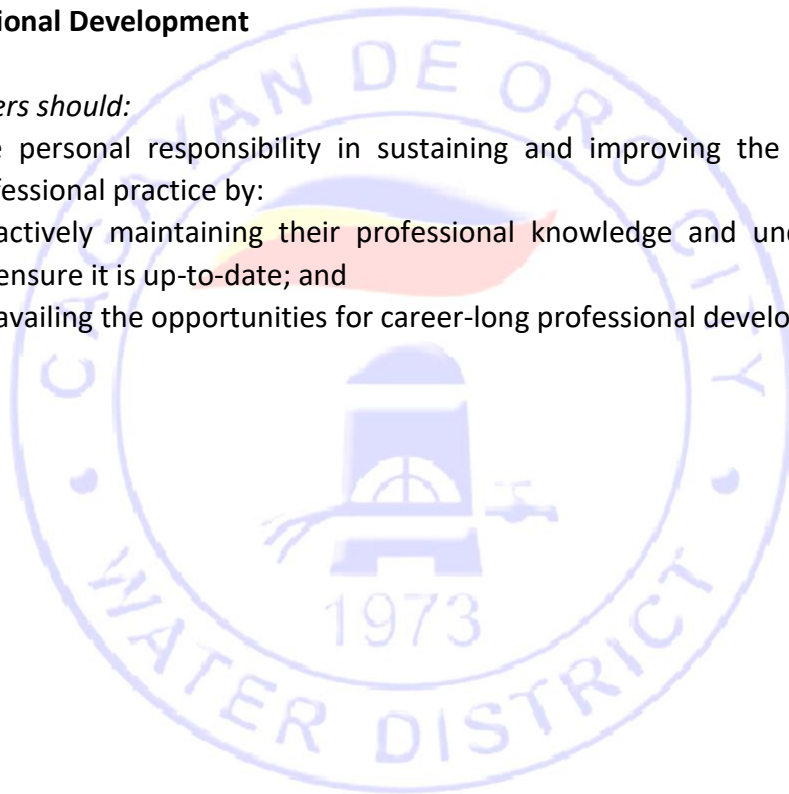
Managers should:

- 4.1 apply their knowledge and experience in facilitating employee's development;
- 4.2 plan and clearly communicate to the employees challenging and achievable expectations; and
- 4.3 be open and responsive to constructive feedback regarding their practice and, if necessary, pursue apt support, advice and guidance.

5. Professional Development

Managers should:

- 5.1 take personal responsibility in sustaining and improving the quality of their professional practice by:
 - a. actively maintaining their professional knowledge and understanding and ensure it is up-to-date; and
 - b. availing the opportunities for career-long professional development.

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