

# Human Values and Ethics in Workplace

Improving Leadership and  
Performance in the  
Water Education, Water Supply  
and Sanitation Sector

# INDIVIDUAL **e** **rip** **Guid**



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## Preface

There has been a growing recognition that improvements in water and sanitation services that threatening the eco-systems, can not be accomplished by technical and regulatory measures alone but needs to be complemented by advocacy, awareness and education initiatives. The existing imbalance in the water and sanitation sector could be reversed if the fundamental change in behaviour, personal attitudes and the underlying values that prompt such inappropriate behaviour are properly understood.

Human values are an essential element and the positive qualities can shared. When practiced at work, they are internal motivators to do the best and reinforce good character, morality and ethics. Ethical behaviour is a by-product of practicing human values. Human values and ethics have a significant role to play in the achievement of the Millennium Development Goal targets for safe water, sanitation and improvement of the slum conditions.

Human Values based Water, Sanitation and Hygiene Education (HVWSHE) is an innovative approach to facilitate such change among the users. HVWSHE plays a strategic role in bringing out positive attitudinal changes towards hygienic and healthy living and the application of water and sanitation in a wise and sustainable manner.

The Individual Guide on “Human Values and Ethics in the Workplace” has been developed within the framework of HVWSHE, an initiative of Water for African Cities Programme and Water for Asian Cities Programme of UN-HABITAT and is based on the research and experiences from stakeholder consultations in the water related education, utility and Government sectors in Africa and South Asia as well as the outcome from various workshops organised in 13 countries.

The Individual Guide can be used as an individual self-learning workbook, as a workshop guide with self-enquiry and group discussion, and also as a resource material for incorporating human values and ethics in different platforms such as staff meetings, awareness programmes and leadership/management training. The Guide Book provides specific practical examples of how human values and ethics have been applied in the water education, water supply and sanitation sectors as well as provision of space for notes taking on personal references, group discussions and the follow up. The PowerPoint presentation documented in the book enables the Individual to present as core and resource material and can be used for a wide variety of venues such as leadership/management training and awareness programmes.

The overall purpose of this Individual Guide is to build the capacity for incorporating the very best that human values and ethics have to offer into every aspect of water education, water supply and sanitation as well as to bring about a new ethic in water and sanitation management. The Guide Book mainly focuses on improving the capacities of leadership and performance of the Individual as well as to contribute to good governance in water and sanitation sector and is immensely useful as a Resource to foster an environment that supports and encourages to practice.

**Andre Dzikus**  
Programme Manager  
Water for Cities Programmes  
UN-HABITAT



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## Acronyms and Abbreviations

|            |  |
|------------|--|
| AAWSA      | Addis Ababa Water and Sewerage Authority (Ethiopia)                              |
| ADB        | Asian Development Bank (Philippines)   |
| AUWSA      | Arusha Urban Water and Sewerage Authority (Tanzania)                             |
| GDC        | Global Dharma Center (USA)   |
| HVEW       | Human Values and Ethics in the Workplace   |
| HVWSHE     | Human Values Water, Sanitation and Hygiene Education                             |
| IRC        | International Resource Center (The Netherlands)                                  |
| MDG        | Millennium Development Goal  |
| NGO        | Non-Governmental Organization  |
| PPWSA      | Phnom Penh Water Supply Authority (Cambodia)                                     |
| PRC        | People's Republic of China   |
| RWSS       | Rural Water Supply and Sanitation (India)  |
| STEM       | Centre for Symbiosis of Technology, Environment and Management (India)           |
| TAISSE     | The African Institute of Sathya Sai Education (Zambia)                           |
| UN         | United Nations   |
| UN-HABITAT | United Nations Human Settlements Programme                                       |
| UWSEIP     | Urban Water Supply and Environmental Improvement Project (Madhya Pradesh, India) |
| WAC        | Water for African/Asian Cities Programme   |
| WATSAN     | Water and Sanitation Sector  |
| WSSPMO     | Water Supply and Sanitation Programme Management Office (Philippines)            |



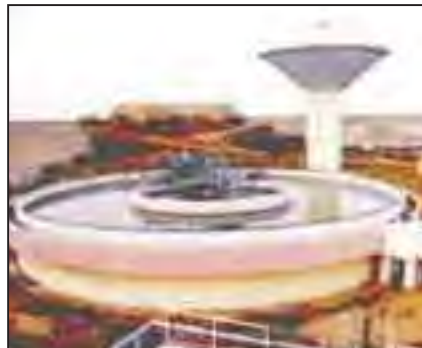
Human values emphasize the responsibilities that enable the aspiration of "water, sanitation and hygiene for all" to be protected, safeguarded, and fulfilled.

Human values have their roots in a single, universally-held premise: the inherent dignity of every human being.



Capacity-building efforts for human values and ethics, with a specific focus on the Millennium Development Goal (MDG) targets related to "Water for Life," carry the potential for a fundamental breakthrough and qualitative leap forward.

A focus on human values evokes the inner source of motivation for ethical and moral choices - bringing about changes of attitude from the inside out, with changes of behaviour to follow.



When human values are brought forth, a new level of shared meaning occurs, leading to aligned, effective action and results.

Meeting the MDG targets for water and sanitation requires the power of compassion, commitment, conscience, and character. It requires a spirit of humanity that spans generations and works on behalf of the well-being of all people and the environment.

Educators from the HVWSHE Centralised Training  
in Arusha, Tanzania, July 2005  
taking a fieldtrip to a bore-well site



## Human Values and Ethics in the Workplace

*Improving leadership and performance in the  
water education, supply and sanitation sectors*

### A. Background

Over 1.1 billion people in the world today lack access to improved water supply, and 2.4 billion people lack adequate sanitation.<sup>1</sup> In the year 2000, world leaders meeting at the UN World Summit adopted eight Millennium Development Goals (MDGs), each with one or more targets to achieve by 2015/2020. With respect to water, the targets are to halve by 2015 the proportion of people without sustainable access to safe drinking water and basic sanitation. A related target is to achieve, by 2020, a significant improvement in the lives of at least 100 million slum dwellers.

The "Global Monitoring Report 2004" from the World Bank and the International Monetary Fund points out that achieving the targets for safe water and sanitation would have a profound effect on virtually all of the other MDGs and in many cases, achieving the water targets is necessary before any significant progress on most other MDGs is possible.

Given the challenges related to safe water and sanitation, the UN has taken additional steps to focus on the developmental goal of universal access to safe water and sanitation:<sup>2</sup>

*In its resolution 58/218 the General Assembly declared 2005-2015 to be the International Decade for Action, "Water for Life," and the Secretary-General has established the Advisory Board on Water and Sanitation to help mobilize action and funds for water and sanitation, and encourage new partnerships.*

<sup>1</sup> UN-HABITAT: "Water and Sanitation in the World's Cities," 2003

<sup>2</sup> "Implementation of the United Nations Millennium Declaration." Report of the Secretary-General. 27 August, 2004. page 16

“Water for Life”, as designated in UN resolution 58/218, is a fundamental element of sustainable development. The foundation of human dignity and quality of life requires sufficient water to satisfy the basic human needs for drinking, hygiene, cleaning, cooking, sanitation, basic agriculture, and animal husbandry. In addition, the flow must ensure the health and functioning of rivers, streams, and all aquatic ecosystems. Thus the right to water means the fundamental right of access to “Water for Life.”

To contribute to achieving “Water for Life” and the water-related MDGs, UN-HABITAT started an innovative “Human Values Water, Sanitation, and Hygiene Education” (HVWSHE) initiative. HVWSHE is being promoted high on UN-HABITAT’s two regional water and sanitation programmes: “Water for African Cities,” inaugurated in 2001, and “Water for Asian Cities,” launched in 2003 in partnership with the Asian Development Bank.

Both of these programmes are dedicated to building the capacity that is needed to achieve the MDG targets for water and sanitation, through a Pro-poor Governance Framework designed to ensure that water and sanitation investments reach the poor, and to bring about a new water-use and management ethic. This requires a rapid mobilization of political will and commitment to break away from business-as-usual approaches.

Encouraged by the success of the HVWSHE initiative, UN-HABITAT started a new initiative: “*Human Values and Ethics in the Workplace*” (HVEW) in 2005. To date, the Global Dharma Center (USA) has supported this initiative by organizing stakeholder consultations with over 550 people working in professions related to water – education, utilities, and the government – in Africa and South Asia. In addition, the Global Dharma Center has conducted pilot workshops with over 170 participants from thirteen countries in those regions.

This *Individual Guide* focuses on the capacity-building of human values and ethics as it relates to the working adult – to improve leadership and performance, as well as contribute to good governance and a new ethic in water-use and management. Human values and ethics have a significant role to play in the achievement of the Millennium Development Goal targets for safe water, sanitation, and the improvement of slum conditions by 2015/2020 by helping to accomplish the following:

1. Enhanced involvement, ownership, and satisfaction of all stakeholders
2. Active partnership between government and civil society
3. A new sense of trust, confidence and understanding among the communities for the government’s efforts
4. Efficient project completion – on time, in budget, with high quality
5. Enhanced sustainability of water and sanitation projects (with better cost recovery) through high stakeholder commitment
6. Good governance, including pro-poor practices, ethics and transparency
7. A new ethic of water use and management
8. High regard for the protection and use of natural resources
9. A fully integrated approach to water and sanitation management
10. Long-term economic growth and poverty reduction



## B. Need for human values and ethics in the water education, water supply and sanitation sectors

Human values are an essential element of our human nature and are positive qualities that are shared among people throughout the world. When we practice human values at work, they are internal motivators that help us do our best and reinforce good character, morality and ethics. Human values naturally foster important qualities at work, such as:

- Open, trustworthy, honest communications
- High quality work
- Keeping agreements
- A focus on resolving issues harmoniously
- Service based on a sincere caring for others
- Win-win collaboration, with respect for people and nature

Ethical behaviour is a natural by-product of practicing human values in the workplace. Leaders and managers have the responsibility to guide others and foster an environment that supports and encourages them to practice human values and ethics at work.

In stakeholder consultations with utility managers and engineers in Ethiopia and India, they spoke of critical needs for human values and ethics in the water and sanitation sector, including:

- *Managers must gain a better understanding of the overall picture of the water situation, now and in the future – and have the character and values for planning how to meet the needs with limited resources.*
- *There is a need for information sharing – making decisions transparently, especially when a situation is not covered by regulations.*
- *Strong values can create a “system” that upholds high standards – bringing costs down and ensuring that contractors fulfil their obligations for quality.*
- *We need human values to understand the needs of the community and then to work with the government and engineers to solve the problems.*
- *A change in attitude to serve the people is necessary – with sincere respect for customers regardless of age, gender, or personality.*
- *By supervising workers with patience, respect and decisiveness, they can focus on the good things people are doing and improve the quality of their work.*
- *How to reprimand is important – especially when dealing with dishonesty and poor performance.*
- *We need the moral courage, character and strength to collect the proper fees so we can use them to better serve the people.*

In workshops on “Human Values and Ethics in the Workplace”, over 170 professionals from the water education, supply and sanitation sectors were asked to identify the practical benefits of human values and ethics in their field of work. Participants from these workshops stated:

- *Human values, combined with vision and foresight, enable us to do the best planning, resulting in money and time being used well and projects being completed in a timely, prompt way.*
- *Strong teams with sincerity and honesty “deliver the goods” and accomplish the goals with high personal satisfaction, and they gain appreciation for the output.*

- *Respect, participation and strong leadership results in work accomplished with high quality, enhanced output, and stronger motivation and perseverance.*
- *Patience and tolerance leads to doing the job better, with more harmony and less conflict in a group.*
- *Kindness and compassion leads to mutual satisfaction, mutual help and benefit where everyone is energized.*
- *Sharing (of experience, knowledge, etc.) results in work being done faster and with better quality.*

These statements are in accord with the findings of a 2002 impact evaluation study of water and sanitation projects from the Asian Development Bank, UN-HABITAT's partner in the "Water for Asian Cities" programme:

*"Sound management, stakeholder participation, transparency, and accountability are important components that help strengthen good governance."*

In addition to the importance of human values and ethics in the formal and informal education system, they offer a significant contribution to developing the attitudes and behaviour – in school children, parents, and the community at large – for a new water-use ethic:

Eventually value-based water education approaches would help the individual consumer to:

- *Develop a sense of duty and responsibility for the economic use of water.*
- *Develop a sense of accountability for the misuse and unsustainable consumption of water.*
- *To be aware that all human beings cause and contribute a lot to the scarcity and depletion of water and also to conserve it.*
- *Adjust the way he / she uses water in the family, in the surroundings and in the community he/ she belong to.*
- *Understand the important statement that "water is life" and act accordingly.*
- *Enhance character development and promote self-governance in using water at any time.*

Hailu Dinka

Department of Curriculum, Addis Ababa Education Bureau, Ethiopia  
 "Human Values in Water Education" – UN-HABITAT

## C. Overall Purpose, Objectives and Activities

The purpose of the capacity-building for “human values and ethics in the workplace” is to improve leadership and performance in every aspect of the water education and water supply and sanitation sectors, and to help bring about a new ethic in water use and management. This Guide contains six units, which can be used in a wide variety of venues. In a workshop or discussion group setting, each unit takes between 1-½ and 2 hours to complete.

**Unit 1 – The Nature of Human Values.** Participants will gain an understanding of human values and their practical relevance to the workplace. They will identify human values found in their country culture and their cultural heritage or native traditions, and will relate them to human values found in workplaces around the world. They will see how they have already applied human values to challenging situations in their water-related work – an important confidence-building step.

**Unit 2 – “Living” Human Values at Work.** To personalize human values, the participants will identify which human values they (a) most often draw from as their “explicit” strengths and (b) least often draw from as their “implicit / hidden” strengths. They will apply their explicit and implicit / hidden strengths to a practical challenge related to water management at the workplace.

**Unit 3 – Recognizing and Practicing Ethics in the Workplace.** Participants will explore what “ethics” means in the water education, supply and sanitation sectors, as well as the relationship between ethics and human values. Using a “force field analysis,” they will generate creative ways to strengthen the environment for human values and ethics in their workplace.

**Unit 4 – Developing Purity and Unity of Thought, Word, and Action.** To become stronger in their expression of human values in their work, participants will identify how they can develop “human values hygiene” to remove negative habits and cultivate positive habits for practicing human values in the workplace. They will practice applying a unity of thought, word, and action to a real-time, water-related challenge they are facing.

**Unit 5 – Fostering a Group Environment for Human Values and Ethics.** Participants will practice how to engage a group in establishing a set of guiding principles based on human values. They will also have a chance to examine and strengthen the influence they have to make a positive difference in their environment.

**Unit 6 – Being a Champion of Human Values and Ethics at Work.** To reinforce the goal of achieving “safe water, sanitation, and hygiene for all,” participants will write a vision of how they see themselves living, guiding, and fostering human values where they work and will commit to one positive attitude or behaviour change. And they will create, individually and as a group, a vision of how they can contribute to realizing the Millennium Development Goal targets for water and sanitation.

# Using this Individual Guide

The overall purpose of this Individual Guide on "Human Values and Ethics in the Workplace" is to build the capacity for incorporating the very best that human values and ethics have to offer into every aspect of the water education, supply and sanitation sectors, and to help bring about a new ethic in water use and management. This Guide can be used in three ways:

1. As an individual self-learning workbook, by reading each page and answering its associated self-inquiry questions.
2. As a workshop book with both self-inquiry and group discussion.
3. As resource material for incorporating human values and ethics into other venues such as:  
staff meetings, awareness programmes, and leadership/management training.

This Individual Guide includes the text of the PowerPoint slides and self-inquiry exercises used in the Facilitator's Guide. There is also an abundance of practical stories and examples drawn from stakeholder consultations and pilot workshops within the water education and water supply and sanitation sectors in both Africa and South Asia.

Throughout the Individual Guide, there is space to take notes for personal reference, workshop discussions, and follow-up.



Participants at a group session on Human Values and Ethics in the Workplace (HVEW) held in Bhopal, India, October 2005

Ultimately, what you gain from this Individual Guide and any group discussions or workshops depends on you and your willingness to create and follow through on what you want from this investment of your time, energy and talent. You can get the most when working with this Guide by having:

- A spirit of self-inquiry
- An openness to personal and professional growth
- A willingness to initiate what you want to learn
- A dedication to putting your insights into practice in your work

We wish you the very best in your enjoyment, learning, and practical benefit from this Guide.

# Introduction

This Individual Guide is designed to help you integrate human values and ethics into your day-to-day work, with the intention of empowering you to contribute to the ultimate goal of "water, sanitation, and hygiene for all." As you use this Guide and put its principles into practice, you will:

1. Become more aware of the nature and practical relevance of human values and ethics in your workplace.
2. Increase your ability to draw from your human value strengths in all of your work and leadership activities.
3. Generate creative ideas to strengthen your environment for human values and ethics at work.
4. Develop a greater capacity for "human values hygiene" and a unity of thought, word, and action.
5. Learn how to establish "guiding principles" for applying human values in your workgroup.
6. Envision how you can continue to foster human values and ethics at work and contribute to "water, sanitation and hygiene for all".

## Imagine for a moment...

- You are planning a trip into a native, traditional territory for two weeks
- What kind of guide would you want to accompany you:
  - *Someone who has only read about the territory?*
  - *Someone who has visited the territory themselves?*
  - *Someone who has lived in the territory?*



Participants at a group session on Human Values and Ethics in the Workplace (HVEW) held in Addis Ababa, Ethiopia, September 2005



## Our agenda together

- Living in the native, traditional territory
  - *Identifying the relevance and benefits of human values in work related to water and sanitation*
  - *Discovering your explicit and implicit / hidden human value strengths*
  - *Developing trust by expressing a purity and unity of thought, word, and action*
  - *Applying human values in your own work*

## Our agenda together

- Guiding others through native, traditional territory
  - *Generating creative solutions to ethical issues at work related to water and sanitation, based on human values*
  - *Establishing guiding principles for everyone to practice human values and ethics at work*
  - *Being a champion of human values and ethics in the workplace*

## Your Notes

### In our work together...

- We will be focusing on how human values and ethics impact the way you do your work in water-related education, supply or sanitation:
  - *Your attitudes*
  - *Your behaviour*
  - *How you make decisions*
  - *How you relate to others*
  - *How you carry out your responsibilities*
  - *How you plan for the future*

*"The director circulated a memorandum telling all the employees to reduce the usage of phone calls on non-business activities, because bills were too high and the company was losing a lot of money. The resolution and solution was that each employee must be disciplined and must stop making unnecessary/non-business phone calls.*

*I personally decided to stop making non-business calls. I had to care for the company's property and finances since the company was losing out each month. I had to consider the situation the company was in. I had to be accountable to all the calls I had previously made."*

Education Secretariat, Lusaka, Zambia

### Your Notes

## The overall purpose of the workshop

- WHAT IF... the goal of “water, sanitation, and hygiene for all” is achieved?
  - *What would that mean to the people in your country, and in your local region?*

## Your Notes

- *Reduced poverty, suffering and disease*
  - *An increase in happiness*
  - *A shift in resources to more productive uses*
- Educator Workshop Participants, Tanzania

- *Peace and prosperity will happen*
  - *Healthy and productive people*
  - *Economic, political and social development*
  - *Basic necessities would be achieved*
- WATSAN Workshop Participants, Ethiopia

- *Healthy environment*
  - *Reduced disease and death*
  - *Poverty cycle would be changed*
  - *People could concentrate on work and family*
- RWSS Workshop Participants, India

# Unit 1: The Nature of Human Values

In this first unit, you will have the opportunity to gain an understanding of the nature of human values and their practical relevance in the workplace. You will identify human values found in your country culture and your cultural heritage or native traditions, and relate them to human values found in workplaces around the world.

You will also have a chance to see ways in which you have already applied human values in challenging situations – an important confidence-building step.

*“Human Values are those qualities of a human being which are desirable, respected, worthy, esteemed, dominant, and which are sanctioned by a given society. They are universal and are the essential foundation for good character. (They include) the profound moral insights of the world’s great enduring civilizations. The value-based approach to water education seeks to bring out, emphasise, and stress desirable human qualities, which therefore help us in making informed choices about water resources management.”*

UN-HABITAT  
“Human Values in Water Education”



Participants at a group session on *Human Values and Ethics in the Workplace* (HVEW) held in Bhopal, India, October 2005

## Values

- Value – from the Latin “valere”: “to be strong,” “to be worth”. *Values are attitudes, feelings and convictions regarding what is of “strong worth” (“important”) to us in what we think, say or do*  
*“A value is a principle or a quality that is considered worthwhile or desirable... validated by social approval.”*

M. Kapani, *Education in Human Values*

- Values are inherent in all societies – ideals and shared beliefs that bond a community together

## What are human values?

- *Universal values* that span across cultures, nationalities and classes
- *The desirable qualities* inherent in every human being, which are fundamental to our human existence
- *Values that need to be “brought out,”* not “poured in”
- *Values that are inclusive* – they bring us together even when we have differences

## Your Notes

## Human Values and the United Nations

*“(We are determined)... to practice tolerance and live together in peace with one another as good neighbours...”*

Preamble of the UN Charter of 1945

*“All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.”*

Article 1 of the 1948 UN  
“Universal Declaration of Human Rights”



## The universality of water, sanitation and human values

*The UN Millennium Declaration states that there are “fundamental values essential to international relations in the 21st century” that are “shared values” among the UN member countries. These values include “freedom, equality, solidarity, tolerance, respect for others, and shared responsibility.”*

*“Access to water and sanitation is a moral and ethical imperative rooted in the cultural and religious traditions of societies around the world and enshrined in international human rights.”*

From UN Millennium Project Task Force  
Water and Sanitation

*“I have understood that applying human values and ethics in all spheres of my activity could help me to attain efficiency and enhance my productivity. Caring for others, understanding the problems of others, positive thinking towards others, being patient, tolerance, finding and capitalizing on the strength of others instead of glorifying their weaknesses are some of the human values that can help us come together and work for the same goal. I have realized the need of human values and ethics in solving every conflict that arises in my house, in the workplace, and even when driving a car.”*

WATSAN Executive, Addis Ababa, Ethiopia

## Your Notes

### Human values in your culture

- Make a list of human values found in your country culture that are *most important to you*
- Make a list of human values found in your cultural heritage or native traditions that are *most important to you*
- Make a list of human values found in successful water education initiatives and water supply and sanitation projects

### Your Notes

### Human values in your culture

- How do those human values compare with a list of human values found in workplaces around the world?
- Why does your culture or traditions have the same, or different, human values expressions as other cultures or traditions?

## Human Values found in workplaces throughout the world

|                                |                   |                         |
|--------------------------------|-------------------|-------------------------|
| Appreciation                   | Fairness          | Patience                |
| Authenticity                   | Faith             | Peace                   |
| Awareness                      | Forgiveness       | Perseverance            |
| Balance                        | Fortitude         | Proper use of energy    |
| Broad-mindedness               | Friendship        | Proper use of language  |
| Brotherhood                    | Fulfilment        | Proper use of money     |
| Calmness                       | Generosity        | Proper use of resources |
| Caring                         | Gentleness        | Proper use of time      |
| Character                      | Good citizenship  | Purity of heart         |
| Charity                        | Gratitude         | Refusal to hurt         |
| Compassion                     | Happiness         | Respect                 |
| Concentration                  | Harmony           | Responsibility          |
| Concern for the welfare of all | Healthy living    | Right conduct           |
| Conscience                     | Helpfulness       | Sacrifice               |
| Consideration                  | Higher goals      | Satisfaction            |
| Contentment                    | Holistic thinking | Self-confidence         |
| Cooperation                    | Honesty           | Self-control            |
| Courage                        | Humanity          | Self-respect            |
| Dedication                     | Humility          | Self-reliance           |
| Determination                  | Initiative        | Selfless service        |
| Devotion                       | Inner silence     | Sharing                 |
| Dialogue                       | Inquiry           | Sincerity               |
| Dignity                        | Integrity         | Sisterhood              |
| Discipline                     | Intuition         | Sympathy                |
| Discrimination                 | Justice           | Tolerance               |
| Duty                           | Kindness          | Transparency            |
| Empathy                        | Love              | Trust                   |
| Enthusiasm                     | Loyalty           | Truth                   |
| Equality                       | Morality          | Understanding           |
| Equanimity                     | Non-violence      | Unity                   |
| Ethics                         | Optimism          | Wisdom                  |

## Human values in well-known people

- Who is a well-known person in your country who is a good example of someone practicing human values?
  - *It could be a historical person or a contemporary person*
  - *It could be a person involved in water education or water supply and sanitation*
- What human values are they most known for in their lives and work?
- What human values would you like to be known for in your workplace?

*Nelson Mandela, first elected president of South Africa: solidarity, forgiveness, reconciliation, sacrifice, justice*

*Anna Hazare, role-model social worker in India: water conservation, anti-corruption, self-reliance, rural service to community*

*Haile Gebre Selassie, Olympic gold-medal runner from Ethiopia: helping society, optimism, dedication, endurance*

*Mother Teresa, founder of the Sisters of Charity, who build and run hospitals and orphanages around the world: charity, compassion, love, unity*

Workshop Participants, Ethiopia and India

## Your Notes

## Your own practical experience

- What is a challenging situation you faced in the past in which you drew upon human values to resolve it?
- In your notes:
  - Give a title to the situation
  - Describe the situation
  - Describe how you “applied” 2 or 3 human values in this situation
- Tell your story to a partner, who will listen for the unique ways you applied human values

## Your Notes

Situation title...

Describe the situation...

Describe how you “applied” 2 or 3 human values in this situation...

**Title:** *Resolving a neighbour dispute*

**Description:** *A drain was badly needed in an area, but due to the fighting among the residents, who also had a 5-year lawsuit against each other, we couldn't put in the drain.*

**Applying human values:** *I went to the people and convinced them that neighbours should live together and help each other. I helped them to see that the drain needed to be put in for their health and hygiene. As a result they settled their disputes and even dropped their lawsuit against each other. After the drain was put in, several others in the area also dropped their lawsuits. I personally supervised the work and made sure it was done properly.*

Public Health Engineer, Jabalpur, India



## The practical side of human values

- In your water-related education, supply or sanitation work...
- *What kind of challenges or obstacles do people face in bringing out human values in your workplace?*
- *What important situations in your work need the application of human values and ethics?*
- *What are the practical benefits of human values and ethics?*

## Your Notes

### Challenges:

- *Laziness*
- *Shirking responsibility*
- *Dishonesty*
- *Egoism*

RWSS Workshop Participants, India

### Needs:

- *On-going continuous partnership with the public is needed, and we also have to involve the people in the slums.*
- *Workers refuse to do their jobs.*
- *Project supervisors and contractors are in collusion to reduce the quality of materials, in order to increase profits.*

WATSAN Stakeholder Consultations, India

- *There is resistance to change.*
- *Teachers don't prepare for their classes.*
- *Basic discipline is missing.*
- *There is a decaying of moral values.*

Educator Stakeholder Consultations, Tanzania

## Unit 2: “Living” Human Values at Work

This second unit offers you the opportunity to personalize human values by identifying which human values you (a) most often draw from as your “explicit” strengths and (b) least often draw from as your “implicit / hidden” strengths.

You will also be able to apply your explicit and implicit / hidden strengths to a practical challenge related to the water education and water supply and sanitation sectors.

*“Perhaps the greatest obstacle to successful participatory development is convincing institutional players that it is indeed possible. Maximizing stakeholder involvement in project decision-making and implementation goes against the institutional culture in some (countries). Success stories from Malaysia and the Philippines show that often just one committed person can lead the way and achieve customer participation.”*

*“Sound management, stakeholder participation, transparency and accountability are important components that help strengthen good governance.”*

Asian Development Bank:  
“Impact Evaluation Study on Water Supply and  
Sanitation Projects,” December 2002



Participants at a group session on *Human Values and Ethics in the Workplace* (HVEW) held in Addis Ababa, Ethiopia, September 2005

### Explicit and implicit/hidden strengths

- Human values are inherent “strengths”
  - *Explicit* human value strengths are those that you most often draw from
  - *Implicit / hidden* human value strengths are those that you least often draw from
- You can use your *explicit* strengths to bring forth your *implicit / hidden* strengths
- Sometimes your implicit / hidden strengths are just what you need to meet a challenge

### Explicit human value strengths

- Circle as many human values on the list as you wish...
- *What human values do you notice in yourself in your day-to-day work?*
- *What human values do you draw from when facing a challenge at work?*
- Select 2-3 human values that are your strongest

### Your Notes

### Implicit/hidden strengths

- Examining the human values that you did not circle, place a *check-mark* by...
- the human values you are least aware of in your day-to-day work
- the human values you rarely draw from when facing a challenge at work
- Select 2-3 human values that you want to bring out more often

## Human Values found throughout the world

|                                |                   |                         |
|--------------------------------|-------------------|-------------------------|
| Appreciation                   | Fairness          | Patience                |
| Authenticity                   | Faith             | Peace                   |
| Awareness                      | Forgiveness       | Perseverance            |
| Balance                        | Fortitude         | Proper use of energy    |
| Broad-mindedness               | Friendship        | Proper use of language  |
| Brotherhood                    | Fulfilment        | Proper use of money     |
| Calmness                       | Generosity        | Proper use of resources |
| Caring                         | Gentleness        | Proper use of time      |
| Character                      | Good citizenship  | Purity of heart         |
| Charity                        | Gratitude         | Refusal to hurt         |
| Compassion                     | Happiness         | Respect                 |
| Concentration                  | Harmony           | Responsibility          |
| Concern for the welfare of all | Healthy living    | Right conduct           |
| Conscience                     | Helpfulness       | Sacrifice               |
| Consideration                  | Higher goals      | Satisfaction            |
| Contentment                    | Holistic thinking | Self-confidence         |
| Cooperation                    | Honesty           | Self-control            |
| Courage                        | Humanity          | Self-respect            |
| Dedication                     | Humility          | Self-reliance           |
| Determination                  | Initiative        | Selfless service        |
| Devotion                       | Inner silence     | Sharing                 |
| Dialogue                       | Inquiry           | Sincerity               |
| Dignity                        | Integrity         | Sisterhood              |
| Discipline                     | Intuition         | Sympathy                |
| Discrimination                 | Justice           | Tolerance               |
| Duty                           | Kindness          | Transparency            |
| Empathy                        | Love              | Trust                   |
| Enthusiasm                     | Loyalty           | Truth                   |
| Equality                       | Morality          | Understanding           |
| Equanimity                     | Non-violence      | Unity                   |
| Ethics                         | Optimism          | Wisdom                  |

**A practical case:  
What would you do...?**

- Imagine that you are on a committee to address two issues that are limiting your city utility in collecting the necessary revenues to maintain consistent water quality and expand to serve new neighbourhoods, especially the poor. The two issues are:
  1. *The willingness of the public to pay for water*
  2. *The effectiveness of the revenue-collection system*

*"We're trying to use a better approach to stopping the illegal water connections. We've set up camps and are helping the people to become aware of why they should not make these illegal connections. We are also trying to understand the cause of the illegal taps, rather than just cutting them off. We've made this a team effort and as a result people have been motivated to continue. We have also gone to the politicians and have asked them to pay for their water and sanitation. When they start paying, then their neighbours also start to pay."*

Head of Municipal Water Department  
Gwalior, India

**Your Notes**

## 1. Willingness to pay

Some people in the public believe that water should be provided for free. The poor can't afford to pay, while some simply don't want to pay if others aren't paying. Some seek to avoid payments by making illegal taps, bribing the bill collectors, or throwing away their bills.

- What human values are missing in this situation?
- How would you apply your human value strengths in this situation?
- How would you bring out the missing human values in this situation?

Human values that are missing:

- *Faith in the system*
- *Honesty*
- *Awareness of using money well*
- *Responsibility for water usage*
- *Justice*

Application of human values:

- *Build awareness that paying bills helps others*
- *Use collections to help local people*
- *Publish names of those who pay*
- *Give incentives (discounts)*
- *Amnesty for part of overdue bill*

WATSAN Workshop Participants  
Madhya Pradesh, India

## Your Notes

## 2. System effectiveness

Some collectors mis-read the meter in return for a "fee." Some VIPs do not receive bills, and there are other social inequities. The work force needs to be more assertive in collecting unpaid bills. Supervisors are apathetic to improving the system.

- What human values are missing in this situation?
- How would you apply your human value strengths in this situation?
- How would you bring out the missing human values in this situation?

Human values that are missing:

- *Honesty*
- *Ownership*
- *Right use of resources*
- *Caring*
- *Transparency*

Application of human values:

- *Educate the staff on how much is spent for making good water*
- *Take ownership to collect bills, make decisions and run the organisation*
- *Use public monitoring to increase transparency*
- *Give incentives to collect*

RWSS Workshop Participants  
Hyderabad, India

## Your Notes



## Unit 3: Recognizing and Practicing Ethics in the Workplace

In this third unit, you have the opportunity to explore what “ethics” means in your field of work, as well as the relationship between ethics and human values.

Using a “force field analysis,” you will generate creative ways to strengthen the environment for human values and ethics in your workplace.

*“Improving governance in the water and sanitation sector cannot be accomplished in a vacuum. This calls for a willingness to change on the part of the policymaker, the sector managers as also the individual consumer. Such willingness to change comes from information (knowledge and skills, e.g. about good practices that are working elsewhere), awareness (e.g. the possible results of inaction on the part of the policymaker and at the same time awareness of the responsibility on the part of the consumer) and a change in attitude which education can bring about.”*

UN-HABITAT website:  
“Water for Asian Cities Programme”



Participants at a group session on  
*Human Values and Ethics in the Workplace*  
(HVEW) held in Bhopal, India, October 2005

### Ethics

- Ethos: Greek word for “character” and “customs” (traditions)
- Ethic: “a set of moral principles; a guiding philosophy; a consciousness of moral importance (a *work ethic*, a *conservation ethic*)”
- Ethics: “the discipline of what is good or bad, with moral duty / obligation; principles of conduct governing an individual or group”

## Ethics and human values (1)

- How would you define ethics for your own field of work, related to water education, supply or sanitation?
- What are some specific examples of *ethical* behaviour in your field of work?
  - *What human* values are present in your examples of *ethical* behaviour?
- What is the relationship between ethics and human values?

## Your Notes

### Examples of ethical behaviour:

- *Respect for public property*  
(human values: non-violence, self-control)
- *Sharing and receiving information*  
(human values: cooperation, harmony)
- *Professionalism* (human values: right conduct, character)
- *Meeting deadlines on time*  
(human values: devotion, integrity)

Educator Workshop Participants, Tanzania

- *Serving the poor communities*  
(human values: compassion, brotherhood)
- *Respect for views of others*  
(human values: harmony, broad-mindedness)
- *Fulfilling your job duties* (human values: responsibility, determination)
- *Producing quality work by hard work*  
(human values: sacrifice, satisfaction)

WATSAN Workshop Participants, India

## Ethics and human values (2)

- How would you define ethics for your own field of work related to water education, supply and sanitation?
- What are some specific examples of *unethical* behaviour in your field of work?
  - *What human values are missing in your examples of unethical behaviour?*
- What is the relationship between ethics and human values?

Examples of unethical behaviour:

- *Lies, secrecy in providing information (human values missing: honesty, authenticity, transparency)*
- *Lateness and absence without reason (human values missing: dedication, responsibility)*

Educator Workshop Participants, Tanzania
- *Laziness, refusing to do good work (human values missing: discipline, duty, respect)*
- *Bias and partiality (human values missing: equality, justice, fairness, broadmindedness)*
- *Bribery, speed money, kickbacks (human values missing: honesty, integrity, conscience)*

WATSAN Workshop Participants, India

## Your Notes

## Strengthening the environment for human values and ethics

- Goal: Create an environment in your workgroup that encourages and requires human values and ethics
- Using the "Force-Field Analysis" chart:
  - Identify forces that are hindering your group to practice human values and ethics ("forces against")
  - Identify forces that are helping your group to practice human values and ethics ("forces in favour")

### Force field analysis

| <u>Forces against:</u>                   | <— —> | <u>Forces in favour:</u>              |
|--|-------|---------------------------------------|
|  | —>    | <i>Inspirational leadership</i>       |
| <i>Low motivation to achieve targets</i> | <—    |                                       |
|  | —>    | <i>Having a code of right conduct</i> |
| <i>Lack of resources</i>                 | <—    |                                       |
|  | —>    | <i>Integrity and team spirit</i>      |
| <i>Corruption and vested interests</i>   | <—    |                                       |

## Your Notes

Forces against:

Forces favour:

## Practical, creative ideas

- Based on your "force field analysis"...
- 1. *What are some creative ideas for minimizing the "forces against"?*
- 2. *What are some creative ideas for maximizing the "forces in favour"?*

Ideas for minimizing the "forces against":

- *Hold meetings explicitly for information sharing between groups*
- *Plan better for how to use human and material resources more efficiently*
- *Get community involved in monitoring project performance (and impact of political interference)*

Ideas for maximizing the "forces in favour":

- *Meet with staff about not tolerating or approving poor work by contractors*
- *Give public appreciation to people who follow the code of conduct*
- *Take personal responsibility to see that work quality is upheld*

WATSAN Workshop Participants  
Madhya Pradesh, India

## Your Notes

Ideas for minimizing the "forces against"

Ideas for maximizing the "forces in favour"

## Unit 4: Developing Purity and Unity of Thought, Word and Action

This fourth unit offers you the time to identify how you can remove negative habits and cultivate positive habits for practicing human values and ethics in your work. This includes developing “human values hygiene” that leads to a unity of thought, word and action – which you will apply to a real-time challenge that you are facing at work.

*“We want people to be filled with integrated awareness of the sacred role that water plays in our lives, to care for our natural resources, and to protect and enhance the proper growth and development of the environment in general... people who by their personal lives will instil in others noble ideals that will raise human consciousness to its highest level.”*

Victor Kanu  
“Water Education: A Human Values Approach”  
presented at a  
UN-HABITAT Expert Group Meeting  
2001



Participants at a group session on  
*Human Values and Ethics in the Workplace*  
(HVEW) held in Arusha, Tanzania, July 2005

### Human values “hygiene”

- How many people here are:
  - 100% perfect in living by human values at work?
  - 0% perfect in living by human values at work?
- Just as we need to practice physical hygiene each day, we also need to practice “human values hygiene” each day

## Human values “hygiene”

- Our “purity” in living human values is like the purity of water...
- *If a stream of water is unpolluted, its purity naturally shines forth*
- *If the water is full of dirt, its purity is hidden, but its essential nature is still there*
- To clean up polluted water, we must increase the flow of pure water and reduce the pollution
- In the same way, to practice “human values hygiene” we must cultivate positive habits and remove negative habits

*“While discussing the performance of a certain job assignment with a subordinate, we couldn't understand each other and the misunderstanding kept on building upon itself. Then the subordinate decided to leave the organization and told me that he had decided to do so. At this point I was not happy about his decision. Using my human value of straight-forwardness, I started all over again and discussed what I valued and why I said certain things. I listened to what was important to him as well. Eventually we came to a mutual understanding and he abandoned his decision. I was able to do this without compromising my objectives and values. Here my hidden value of helpfulness helped me to have a straight-forward dialogue about what each of us valued.”*

Head of Utility Auditing  
Addis Ababa, Ethiopia

## Your Notes



## Practicing human values “hygiene”

- To cultivate positive habits:
  - *What habits at work best support you in living human values?*
- To remove negative habits:
  - *What habits would you be willing to give up that hinder your ability to live human values at work?*

## Your Notes

### Positive habits at work:

- *Understand the work that needs to be done first, then do*
- *Do work and solve problems transparently*
- *Learn from role models and stories*
- *Display human values posters at work*
- *Learn to be broadminded, not negative*
- *Give proper guidance to society*
- *Behave friendly to labourers*
- *Resolve grievances with patience*
- *Speaking honestly and caringly*
- *No gossip*
- *Talk less; work more*
- *Treat all humans as equal*
- *Take responsibility*
- *Listen to others*

WATSAN Workshop Participants  
Andhra Pradesh, India

## Unity of thought, word and action

- How do you feel when others:
  - *Say what they mean?*
  - *Do what they say?*
- How do you feel when others:
  - *Do not say what they really mean?*
  - *Do not do what they say they will do?*

## Your Notes

## Trust

- *Trust* between people is based upon whether they each say what they mean and do what they say. That is, *trust* depends on unity of thought, word, and action.
- *Why is trust among stakeholders important?* For example:
  - *Completing WSS projects on time, on budget, and with high quality*
  - *Serving those who currently lack safe water and sanitation*
  - *Creating a new water use and management ethic*

## Unity of thought, word and action

- What is one way you could improve how well you:
  - ...*say what you mean?*
  - ...*do what you say?*
- How can you assist *others* in developing unity in their thoughts, words, and actions?

## Your Notes

*"We say we are dedicated to serving people. If there is a water breakdown, supervisors sometimes even work 24 hours in a day. They rush to the work, even leaving their families. It's not just that the boss tells them to go – they feel the urge inside to go, even in the night and on holidays."*

WATSAN Engineer, Bhopal, India

*"It's important to me that people tell me the truth. But when people give me false reasons for not doing their assignments or some job, I get angry. By practicing human values I could be more patient and tolerant. What I wish is to respect others and listen to their problems and if possible help them with a solution."*

WATSAN Supervisor, Addis Ababa, Ethiopia

## Your own practical experience

- What is a challenging situation YOU ARE CURRENTLY FACING in your water-related education, supply or sanitation work?
- In your notes:
  - *Give a title to the situation*
  - *Describe the situation*
  - *Describe how you COULD APPLY 2 or 3 human values in this situation*
- Describe your plan to a partner, who will listen for unique ways you might apply human values

**Title:** Implementing the human values based approach

**Description:** The staff will have to understand and practice human values before they can effectively conduct water education in the communities.

**Applying human values:** Patience and understanding are needed to recognize that this is a new concept. We need trust that, with time, people will take in new ideas and will start practicing and disseminating these values in their water education work. We must have tolerance to know that people are different, and that mistakes and objections are natural to human beings. We must have confidence and always be positive that things will work out with time.

Educator, Arusha, Tanzania Workshop

## Your Notes

Situation title...

Describe the situation...

Describe how you *COULD APPLY 2 or 3 human values* in this situation

## Unit 5: Fostering a Group Environment for Human Values and Ethics

In this fifth unit, you will practice how to engage a group in establishing a set of guiding principles based on human values.

You will also have a chance to examine and strengthen the influence you have to make a positive difference in the people and projects you work with.

*"When value-based principles are fully integrated into development activities, the ideas, insights and practical measures that emerge are likely to be those that promote self-reliance and preserve human honour, thereby avoiding habits of dependency and progressively eliminating conditions of gross economic disparity."*

*"Value-based approaches are useful in developing a shared vision, collective action and common destiny on water conservation and management."*

Pireh Otieno

*"Value-Based Approaches to Community Water Education,"*  
presented at a  
UN-HABITAT Expert Group Meeting  
2001



Participants at a group session on *Human Values and Ethics in the Workplace* (HVEW) held in Bhopal, India, October 2005

*"We need to help people to see the larger picture. When water and sanitation are in place, people can shift their focus to their vocations and the local economy. We have to create belongingness with the people and sustainable facilities. We can be governed by love and law."*

City Mayor, Indore, India

*"One project was to get water from a well-field owned by farmers, who would need to be displaced and compensated for the land taken. This had to be settled to avoid delays in getting water to people who badly needed it. Representatives of the farmers met with us. Applying human values of wisdom and compassion, the company agreed to the compensation and allowed the farmers to be involved with the work."*

WATSAN Head of Planning, Ethiopia

## Leading others to practice human values and ethics

- As a leader, what have you found to be most effective in encouraging, guiding, and requiring others to practice human values and ethics in their work?
- How can you help individuals in your workgroup become aware of their human value strengths?

*"We have one worker who is cleaning the trash in a colony who is so sincere that we don't have to check on him. We are totally confident that he will be there cleaning everyday. If we have visitors come to our city, we always take them to his area because we know it will be clean. He has strong values that come from his upbringing. In another colony we had a man who would not do good work even though we cut his salary. Then we told him about this other worker and what a good example he was. As a result this person started working harder."*

Public Health Official, Gwalior, India

## Your Notes



i n v e n t

- The Hewlett Packard Corporation once conducted an internal study to discover the “best practices” of their highest-performing managers
- One finding: their best 200 managers consistently worked with their people to define a set of group values that everyone was committed to
- They then posted these group values as guiding principles for all their decisions and actions

### Eliciting commitment

- Research by Barry Posner, Dean, Santa Clara University Business School USA, has shown that the prime factor for increasing commitment to work is awareness of personal values, not awareness of organization values

|   |      |                            |      |
|---|------|----------------------------|------|
| Clarity of organizational values                                | High | 4.9                        | 6.3  |
|   | Low  | 4.9                        | 6.1  |
| Numbers refer to <i>commitment to work</i> , on a 7-point scale |      | Low                        | High |
|   |      | Clarity of personal values |      |

### Your Notes



## Establishing a set of “guiding principles” for a group

- Create a “workgroup” at your table
- Make a list with 1 or 2 human value strengths for each person
- Using this list of human value strengths, create a statement of “guiding principles” for your “workgroup”
- Have each person give one specific, tangible example of how your guiding principles could be put into practice in day-to-day work

*“One of our guiding principles is to keep agreements. Our principal had agreed to pay a graphic artist a certain amount for some work. The work was done well, but the principal felt it was too expensive and would not pay the full invoice. I argued, but to no avail. Then, I told the principal that I was willing to personally make up the difference in whatever he wouldn’t pay. I think that decision broke his resolve and he finally paid. But when I got home and checked the money, he had overpaid. The next day, I handed the extra money back. He was shocked to the bone. He has subsequently told everybody that “there are still a few good people around.”*

Teacher, Arusha, Tanzania Workshop

## Your Notes

**Guiding principles:  
a practical example (1)**

- *"We the champions of human values in the project for Urban Water Supply and Environmental Improvement (UWSEI) are committed as good citizens to respect the faith, truth, justice, for whom this project is envisaged in a holistic manner and with proper use of all resources made available under this project."*

**Guiding principles:  
a practical example (2)**

- *"(1) To provide good water and sanitation to the public with courage and determination by having good dialogues with the public and giving them proper justice without any discrimination."*
- *"(2) We can help them with our quality work, by teaching them the value of time and showing them how to be sincere and responsible."*
- *"(3) Guiding principles: sincerity, discipline, devotion, love, justice, and implementation."*

**Your Notes**

## Your sphere of influence

- Name some of the people who you interact with and influence in your day-to-day work:  
Your peers                      Your subordinates  
Your boss                        Your customers  
People in the                    *Your students*  
community                      *Others*
- How do you already practice human values with these people, and what impact does it have?
- How can you bring human values and ethics more explicitly into your everyday conversations at work?

## Your Notes

*"One supervisor, by involving himself in the personal problems of the workers, has helped them to overcome their vices and work better. One employee had financial problems with a marriage; the supervisor motivated the community to rise up and help the employee; now they are loyal."*

*"There was news of a baby being thrown away. One of the workers went to the place and took the baby to the hospital and saved its life. Then a year later a couple with no children came and adopted the child, which made them very happy."*

*"One supervisor went to a politician and asked him to pay for his water. When he began to pay, his neighbours also paid."*

Stakeholder Consultations,  
Madhya Pradesh, India

## Your sphere of influence

- How might your work positively impact any of the following, based on human values and ethics:
  - Involvement, ownership, and satisfaction of all stakeholders
  - Active partnership between government and civil society
  - A new sense of confidence, understanding and trust for the government's efforts
  - Enhanced sustainability of water and sanitation projects (with better cost recovery)
  - Efficient project completion – on time, in budget, with quality

*"There is a separate feeling between the people and the government. The people expect the government to do everything, but the government can't do everything. An ongoing partnership with the public is needed, and we have to involve people in the slums. We are going to people to explain how to save water and how to fix their pipes. The NGO's and community-based organisations can help to create a culture of human values. This must be combined with other services like vocational training. Women are key change agents. When they realize the value, then commitment comes from the inside."*

Public Health and Engineering Officials  
Indore, India

## Your Notes

## Your sphere of influence

- How might your work positively impact any of the following, based on human values and ethics:
  - Good governance, including pro-poor practices, ethics and transparency
  - A new ethic of water use and management
  - High regard for the protection and use of natural resources
  - An integrated approach to water and sanitation management
  - Long-term economic growth and poverty reduction

*"There are doubts about the water supply and sanitation projects. There needs to be feedback between the design engineers and the local people to know what to do. We should have the feeling of national unity; then we will have the human values. We won't damage things or harm things when we feel it is our country. When leaders educate the workers to realize they are supplying water to the people, this instils a moral duty and a moral feeling. A sense of belonging will come. Our forefathers fought for this feeling – we must sacrifice for this feeling of being proud of our culture."*

Public Health and Engineering Officials  
Jabalpur, India

## Your Notes

## Unit 6: Being a Champion of Human Values and Ethics at Work

To reinforce the ultimate goal of the human values and ethics capacity-building – helping to achieve “safe water, sanitation, and hygiene for all” – in this sixth unit you will write a vision of how you see yourself living, guiding, and fostering human values where you work and will commit to one positive attitude or behaviour change that people will see in you after you complete this Guide.

Finally, you will create, individually and as a group, a vision of how you can contribute to this goal through human values and ethics in your workplace.

*“In 1993, only 20% of the total population of Phnom Penh had access to water supplied by the Phnom Penh Water Supply Authority (PPWSA). Today, 70% of the entire Phnom Penh City is connected. Also, due to a higher collection ratio, PPSWA has fully recovered its costs. The success of this public water enterprise is, to a large extent, the result of a champion of the cause in the person of the Director. PPWSA, under inspired and disciplined leadership, is one of the better-run utilities in the Asian region.”*

Asian Development Bank:  
“Impact Evaluation Study on Water Supply and Sanitation Projects”  
December 2002



Participants at a group session on *Human Values and Ethics in the Workplace* (HVEW) held in Arusha, Tanzania, July 2005

### The power of visioning

- *“Visioning” means imagining a tangible and specific idea for a future condition or event*
- *Visioning gives us:*
  - *a concrete goal to inspire, guide and organize our efforts*
  - *a “benchmark” so we know when to celebrate our success*

For example: “It is now (date) and I am working effectively to provide water-related education/supply/sanitation to people in my community by -----”

## Your personal vision

- Write a vision of your “human values future” in your water education, supply or sanitation work:
  - Imagine that it is four months from today
  - How are you practicing human values at work?
  - How are you leading others to practice human values and ethics at work?
- Write your vision as a “letter to yourself”
- Write your postal address on the outside of the provided envelope and insert your letter

*“I will have concern for the poor and rural people... those who have no awareness of what they have to get from the government, what their rights are. I will voluntarily educate them and provide a few amenities that are meant for them by the government by timely discharging my duties.”*

*“I will try to work for the people more courageously, be more just and impartial, be more punctual and sincere, and develop more faith in the system by increasing transparency in the work.”*

*“I dare to dream that we will practice, and I will facilitate, the ‘bringing out’ process of human values and use innovative ways in the interest of the project.”*

WATSAN Workshop Participants  
Madhya Pradesh, India

## Your Notes



## Your commitment

- What is one positive attitude or behaviour change that people will see in you when you return from this group session?

## Your Notes

- *Having a more positive attitude towards others: concern for others*
- *Being aware of other's needs (the willingness to help them using the human values approach)*
- *Living at peace with all neighbours*
- *Responsibility towards assignments given to me*
- *Responding positively to others*
- *Listening to whoever speaks*
- *Patience at the work place*
- *Sacrificing my space for the good of others*
- *Giving up smoking*
- *Coming early to workplace*

Educator Workshop Participants  
Arusha, Tanzania

## Imagine this global news report, 01 January, 2020...

"Twenty years ago, some thought the challenge was difficult while others thought it near impossible... But today, January 1, 2020, every man, woman and child on the planet has access to safe drinking water and proper sanitation. That is over 7½ billion people with water that can satisfy their basic human needs for drinking, hygiene, cleaning, cooking and sanitation; there is even water for basic agriculture and animal husbandry."

"As a result, water-borne diseases have been almost eliminated. Infant mortality is at an all time low. People are at work rather than sick at home. Women are earning income and girls are getting a full education, rather than carrying water for hours each day. Per-capita income is growing even in the most poor villages and communities. And the health of rivers and streams has been improved and safeguarded as well."

"In 2005, the picture looked bleak. Progress towards the UN's target to 'halve, by 2015, the proportion of people without sustainable access to safe drinking water and basic sanitation' was far behind achieving the goal. One billion people were without safe drinking water, and two billion people needed access to safe sanitation."

"What turned the situation around? On the surface, it appeared to be a renewal of political, social, and personal will to address the problem, plus a strengthening of the legal instruments to force the issue. But underneath, *something* more fundamental and profound was at work... *something* that finally addressed the source of the problem... *something* that provided the inspiration and energy for renewed levels of commitment, compliance to legal mandates, financial capital, and capacity-building for knowledge, technology, and governance."



"What was that 'something' that awakened and mobilized the planet? Slowly at first, and then gaining momentum, people in country after country began to express 'It simply isn't right' for this situation to continue. The intention for protecting, safeguarding, and fulfilling

humanity's 'right to water' took root, along with a resurgence of human values. The movement drew its strength from the cultural traditions and spiritual roots of societies around the world, taking a stand to 'do for others as you would have them do for you.'"

"Men and women, young and old, from all walks of life, began to learn about the situation, to look inside themselves, and to talk seriously and sincerely with others. They did not stop at only being aware of the problem. From awareness and understanding grew resolve and determination. From respect for human dignity grew a deep sense of responsibility. From concern and

compassion grew a passion for action – to do whatever it took to secure universal access to safe water and sanitation. A series of small successes became a torrent of self-reinforcing cycles of action until the tide was turned.”

“The result was ‘a world united by common values and striving with renewed determination to achieve peace and decent standards of living for every man, woman and child’ – fulfilling the words spoken in 2004 by the Secretary General of the UN, Kofi Annan. As the human values grew over time, the right to water became a reality. Both developed and developing countries recognized that exercising their responsibilities was necessary for securing the right to water for everyone.”

“The 2015 millennium development targets for water and sanitation were achieved on time, but the momentum didn’t stop there. People took full responsibility for making ‘universal access to water and sanitation’ an idea whose time had come. They integrated rights-based and human values-based approaches to achieving it. As a result, compliance with legal covenants combined with the commitment to uphold the inherent dignity of people everywhere. Needed financial capital was made available, along with the human and technological capacity needed for sustainable progress.”

“The only thing comparable to this phenomenon, this extraordinary turn-about, was the upsurge in political and social will that led to the fall of the “Iron Curtain” between Eastern and Western Europe. But this time, the entire planet took part.”

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<sup>1</sup> “Implementation of the United Nations Millennium Declaration,” report of the Secretary-General. 27 August 2004, page 2

## Creating a “turning point”

- Write your vision of a “turning point” in history for providing water, sanitation and hygiene for everyone, through human values and ethics:
  - *Imagine that it is now the year 2020*
  - *What is the story that you will tell your children or grandchildren – what happened and the role you played in it?*

*“It was the year 2005 and I had the good fortune of attending the Human Values Water, Sanitation, and Hygiene Education centralized training in Arusha, Tanzania. Along with education representatives from 11 other countries, we formulated a plan for educating children and the community on how to conserve and share water, and worked with the utilities to set up water and sanitation classrooms in our schools. As the days, months and years passed, we weren’t always sure that we could ever reach the ideal goal of having water and sanitation for every human being on this planet. But as you can see now, my dear grandchild, we have accomplished this goal through hard work and full concentration on serving the people who were most in need.”*

Educator Workshop Participants  
Arusha, Tanzania

## Your Notes



*"Human values and ethics are directly relevant to the art of responsible public policy making. Human values and ethics can become a source of political mobilization and contribute to social change. These fundamental values should guide and inspire us in our efforts to promote development and combat poverty."*

Kjell Magne Bondevik  
Prime Minister of Norway

*"As long as poverty, injustice and gross inequality persist in our world, none of us can truly rest. Poverty is not natural. It is man-made and it can be overcome and eradicated by the actions of human beings. Overcoming poverty is not a gesture of charity. It is an act of justice... the protection of a fundamental human right, the right to dignity and a decent life."*

Nelson Mandela  
"The Campaign to Make Poverty History"  
3 February, 2005



*"I am not interested in listening to 100 ways by which it cannot be done. Can you tell me one way in which it can be done? If I am authorized, I will remove the word 'impossible!'"*

The Honourable A. P. J. Abdul Kalam  
President of India  
in "Vision to Mission"  
2003

# Resource Papers

## Water for Life – One Leader Can Make a Difference

by Debra and William Miller, Global Dharma Center

Imagine Phnom Penh, 1993... The Khmer Rouge have been defeated, although the city is still not “secure.” Only 20% of the total population have access to water supplied by the Phnom Penh Water Supply Authority (PPWSA). There has been no maintenance of the system and virtually all documentation of the water infrastructure and customer base has been destroyed. Over 70% of the water produced is “lost” to leakage or illegal taps to the pipes. The PPWSA staff of 500 is under-qualified, underpaid, with low motivation, and working with low efficiency. Nepotism is widely practiced. The higher management is working for self-interest, often offering illegal water connections for money in their own pockets.

How would you like to be in charge of turning this situation around? That’s exactly what one man, Ek Sonn Chan, took responsibility for when he became Director of the PPWSA.

To restore and ensure everyone’s right to water, and solve these seemingly insurmountable problems, Ek Sonn Chan began a “changing of culture.” He first tapped into his own personal values: responsibility, service, quality, safety, health, high integrity, and working to uplift his country. He developed around him a staff of 20 people totally dedicated to his vision and values. Together they insisted that others, inside and outside the organization, do the same.

They conducted an accurate survey of their customer base and discovered that only 40% were paying water bills (some never received them). Ek Sonn Chan even went house to house to convince non-paying or low-paying customers, including rich and powerful VIP’s, to pay their fair share for water. They installed new water lines, especially to the poor. They repaired old facilities and leaking pipes. They installed water meters. Within 3 years, they were generating enough revenue to cover the costs of operating the system, and they reduced the lost water from 70% to less than 25%.

Today, as a result of this massive effort, 82,000 connections are metered, and 70% of the entire Phnom Penh City is connected to the water distribution network. Also, PPSWA has a team of people who are hardworking, responsible, and self-motivated. And due to a higher collection ratio, it has fully recovered its expansion costs.

Ek Sonn Chan is an inspiring example of how one committed leader can make a difference – particularly when it comes to meeting one of the most daunting challenges of this early millennium: providing universal access to safe water and sanitation. After all, today, over 1.2 billion people lack access to safe water and 2.5 billion are without proper sanitation. And over 5 million people die every year from disease related to poor water quality.



Towards this end, the UN has set a Millennium Development target “to halve by 2015 the proportion of people without sustainable access to safe drinking water and basic sanitation.” The UN has taken the additional step to declare 2005-2015 as the International Decade for Action to provide “Water for Life,” which includes sufficient water supply to meet people’s basic needs for drinking water, hygiene, and subsistence agriculture and stockbreeding... as well as sustainable management of aquatic ecosystems.

Many people and organizations applaud such initiatives, but hesitate to step forward to help. They are suspicious that funds will be used inefficiently or will end up in private bank accounts and distrust the capability and integrity of the leadership in the more impoverished countries.

Ek Sonn Chan and others like him give us a different picture... a view of “Water for Life” leaders who create a culture of trust and excellence, and then initiate innovative policies and practices. In fact, there is no scarcity of capable, values-driven, innovative leaders in the developing countries.

One such leader is Mr. Shaoxia Cheng, Director of the Project Management Office of the Sanjiang Plain Wetlands Protection Project in the PRC. He has long been devoted to the values of environmental sustainability and caring for future generations, having participated in a variety of wetlands-related projects through the years. Innovation is also a key part of his work. He states that the Wetlands Protection Project, under his direction, “differs significantly from other wetland conservation in the PRC in its close linkage of watershed management with the management of wetland nature reserves, and with the way it directly addresses the needs of the plain’s local residents”.

Also consider Rebecca Ravalo, Program Manager for the Water Supply and Sanitation Program Management Office (WSSPMO) in the Philippines. Dedicated to working on behalf of the underserved communities in the 20 poorest provinces in the country, she has introduced innovative ways to involve local governments down to the village level in different stages of her projects – giving them a sense of ownership of the water supply systems installed. Drawing upon her values and creativity, she continues to address many daunting challenges. “We have 30 agencies handling different aspects of water management and service delivery; this leads to incredible coordination constraints. Financing is also a very complex and prevailing issue. And we need to continue building the local governments’ capacity to assess their needs and be self-sufficient enough to address them.”

Many people may feel it’s inevitable that universal access to “Water for Life” will never be reached. But to quote Mr. N. Vittal, Chief Vigilance Commissioner of India (in charge of anti-corruption measures):

*“It was Alexis de Toqueville who said that the inevitable becomes intolerable the moment it is perceived to be no more inevitable.”*

Ek Sonn Chan, Shaoxia Cheng, and Rebecca Ravalo are three leaders who do not see a lack of “Water for Life” as inevitable – only *intolerable*. They are leaders who have the strength and personal character to bring out the very best in others: staff, customers, community stakeholders alike. They do this by

putting into practice values that are fundamental to human existence and found in varying degrees in all societies, cultures, nationalities, and classes – values such as honesty, integrity, trustworthiness, inner peace and confidence, caring, compassion, and respect for all.

Despite their efforts, the world as a whole is failing to meet the Millennium Development target for safe water and sanitation (as well as other Millennium Development Goals). As James D. Wolfensohn, president of the World Bank, has stated:

*“The world is at a tipping point: either we in the international community recommit to delivering on the goals, or the targets we set in a fanfare of publicity will be missed, the world’s poor will be left even further behind, and our children will be left to face the consequences.”*

It’s time for us – the global community – to step forward and give self-empowered leaders like Ek Sonn Chan, Shaoxia Cheng, and Rebecca Ravalo our trust and encouragement, as well as the financial, technological, and human resources they need. It’s time for us to remove the obstacles of bureaucratic red tape to getting these projects off the ground and completed expeditiously. It’s time for us to focus ourselves on reducing poverty and upholding human dignity by empowering the committed leaders who can complete the job of providing “Water for Life”.



## Universal Access to Water: Making the Impossible Possible

by Debra and William Miller, Global Dharma Center

Before 1953, people considered it virtually impossible to climb to the top of Mt. Everest, the highest place on earth. But Tenzing Norgay of Nepal and Sir Edmund Hillary of New Zealand shattered this belief by reaching the peak on May 9, 1953. In the next 20 years, 22 more people successfully made the climb. Recently, between 1998-2002, over 700 people have done it as well. What had been thought impossible has become quite possible for those who choose to do it.

What made Norgay and Hillary's initial achievement possible? Their own reflections on their climb point to the human capacity, which we all share, for self-determination, discipline, courage, good humour, and teamwork.

Before 1996, people considered it virtually impossible to successfully complete *in only 18 months*, start to finish, a US\$65 million water supply project in rural India that would reach over 700 villages and 1 million people, laying more than 2,500 km (1,500 miles) of pipeline. Yet that was exactly what happened in the India state of Andhra Pradesh in 1996, with a project that was governed by a collaboration of NGO, local, and state government institutions. The same feat has also been replicated elsewhere in India, El Salvador, and Mali.

What made this possible? According to a UN report on this project, first of all there was the presence of *shared human values* among those who worked on the project – trust, confidence, inspirational leadership, dedication to professionalism – all focused on achieving a meaningful mission.

Secondly, the leaders inaugurated *key innovations* in three areas: innovative approaches to broad-based partnerships among public, private, and community sectors; innovative methods of cost control and MIS-based planning; and innovative means of achieving new levels of responsibility, commitment and execution among the government agencies.

This combination of shared human values and innovativeness comprise a formula for accomplishing another *seemingly* impossible task: providing universal access to safe drinking water and sanitation for all of the world's inhabitants – and doing it expeditiously! An Asian Development Bank study of water supply and sanitation projects has outlined a tangible, practical vision of what *is* possible if we are willing to make it happen:

- providing 100% coverage for drinking water
- protecting alternative water sources through education and the revival of traditional practices
- promoting transparent governance, tariff reform, and demand-side management for sustainable 24-hour piped water supply
- providing 100% coverage for environmentally safe sanitation
- propagating integrated water resources management, with participation by all stakeholders

While the UN Millennium Development target is to “halve by 2015 the proportion of people without sustainable access to safe drinking water and basic sanitation,” there is the clear possibility of reaching that goal even earlier, by 2010, and then moving onwards to *universal* access.

We can make the seemingly impossible possible, especially if we adopt the same attitude that the President of India, A. P. J. Abdul Kalam, stated in his book *Vision to Mission: I am not interested in listening to 100 ways by which it cannot be done. Can you tell me one way in which it can be done? If I am authorized, I will remove the word “impossible.”* When the potent combination of human values and innovation are involved, we can remove the word impossible.

Human values are fundamental to our human existence and are found in varying degrees in all societies, cultures, nationalities, and classes – values such as forbearance, compassion, a quest for truth, responsible conduct, peace, and love. The key to human values is that they are *inclusive* values that bind people together across their differences and prompt a concern for other’s well-being.

Human values evoke new levels of shared meaning and inner motivation, leading to the development of good character as well as creative, effective action and results. According to Pireh Otieno, Programme Officer, African Water Network, Nairobi, Kenya<sup>2</sup>:

*“When a value-based approach is fully integrated into development activities, the ideas, insights, and practical measures that emerge are likely to be those that promote self-reliance and preserve human honour, thereby avoiding habits of dependency and progressively eliminating conditions of economic disparity.”*

As with human values, innovativeness is inherent in our nature as human beings. In one way, the history of a culture is the history of its innovations. While human values lift us from complacency to action, our capacity for innovation gives us the means to transform “business as usual” into solutions that meet the new challenges of the day. Innovation gives us a way to express our character and inner motivation to make positive, lasting changes. Innovation provides an avenue for incorporating the inputs of all stakeholders.

Innovation enables creative yet practical reforms in policies, work processes, and overall governance.

What will it take to achieve the Millennium Declaration target for water in an expeditious manner, which is a critical step toward achieving universal access to water? The UN General Secretary states:

*“Knowledge, capacity and the political will to act and provide sufficient resources are necessary components of a successful drive to implement the Millennium Declaration. I would also mention another, equally necessary element: respect for the rule of law.”<sup>3</sup>*

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<sup>2</sup> Pireh Otieno, “Value-Based Approaches to Community Water Education” in *Human Values in Water Education*, UN-HABITAT

<sup>3</sup> *Ibid.*, page 3

Thus, a four-fold strategy is required to accomplish the seemingly impossible task of providing safe water and sanitation to the 2 billion people who are still suffering from its lack. Human values and innovation have a combined role to play in each of these areas:

- Capital – innovative economic policies, reforms, and financing modalities
- Capacity-Building – innovative means to provide the technological, human resource, and governance know-how and skills
- Compliance – innovative legal covenants and mechanisms for respecting, protecting, and fulfilling the human right to water
- Commitment – innovative approaches to evoking personal, social, and political will, and involving all stakeholders

When human values and innovation are involved, questions that stimulate meaningful introspection and dialogue are typically more valuable than ready-made answers. On a practical, day-to-day level, this four-fold strategy comes down to a series of creative challenges, including:

- How can we ensure an adequate and timely flow of capital and funds?
- How can we seek high participation and ownership by all stakeholders?
- How can we set and reach stretch goals that go beyond what we think is possible?
- How can we implement pro-poor/good governance practices?
- How can we develop and empower high integrity, skilful, creative workers and stakeholders?
- How can we inform and empower communities regarding their responsibilities as well as their rights?
- How can we mobilize social, political and community will to expeditiously clear obstacles and spur effective action?

We can make the impossible possible when we tap into our natural human capacity for human values and innovativeness. When we allow our hearts to be touched, and reach out with compassion, determination and creativity to those without water and sanitation, then the goal of universal access to safe water and sanitation will become a reality far sooner than we currently believe is possible.



# **PowerPoint Presentation**

# *Human Values and Ethics in the Workplace*

Improving leadership and performance  
in the water education, supply and sanitation sectors



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## *Imagine for a moment...*

- You are planning a trip into a native, traditional territory for two weeks
- What kind of guide would you want to accompany you:
  - *Someone who has only read about the territory?*
  - *Someone who has visited the territory themselves?*
  - *Someone who has lived in the territory?*

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## *Our agenda together*

- Living in the native, traditional territory
  - *Identifying the relevance and benefits of human values at work*
  - *Discovering your explicit and implicit / hidden human values strengths*
  - *Developing trust by expressing purity and unity of thought, word, and action*
  - *Applying human values in a practical way at work*

## *Our agenda together*

- Guiding others through native, traditional territory
  - *Generating creative solutions to ethical issues at work related to water and sanitation, based on human values*
  - *Establishing guiding principles for everyone to practice human values and ethics at work*
  - *Being a champion of human values and ethics in the workplace*

## *In our work together...*

- We will be focusing on how human values and ethics impact the way you do your work in water-related education, supply and sanitation:
  - *Your attitudes*
  - *Your behaviour*
  - *How you make decisions*
  - *How you relate to others*
  - *How you carry out your responsibilities*
  - *How you plan for the future*

## *The overall purpose of this workshop*

- *What if...* the goal of "water, sanitation, and hygiene for all" is achieved?
  - *What would that mean to the people in your country, and your local region?*



*“Human values emphasize the responsibilities that enable the aspiration of ‘water, sanitation and hygiene for all’ to be protected, safeguarded, and fulfilled.”*

## *Unit 1: The Nature of Human Values*





# Values

- “Value” – from the Latin “valere”: “to be strong”, “to be worth”
  - *Values are feelings and convictions regarding what is of “strong worth” (i.e. “important”) to us in what we think, say or do*
  - “A value is a principle or a quality that is considered worthwhile or desirable... validated by social approval.”  
M. Kapani, *Education in Human Values*
- Values are inherent in all societies – ideals and shared beliefs that bond a community together

## What are human values?

- *Universal values* that span across cultures, religions, nationalities and classes
- *The desirable qualities* inherent in every human being
- *Values to be “brought out”*, not “poured in”
- *Values that are inclusive* – they bring us together even when we have differences

## *Human Values and the United Nations*

- *“(We are determined)... to practice tolerance and live together in peace with one another as good neighbours...”*

Preamble of the UN Charter of 1945

- *“All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.”*

Article 1 of the 1948 UN  
“Universal Declaration of Human Rights”

## *The universality of water, sanitation, and human values*

- *The UN Millennium Declaration states that there are “fundamental values essential to international relations in the 21st century” that are “shared values” among the UN member countries. These values include “freedom, equality, solidarity, tolerance, respect for others, and shared responsibility.”*
- *“Access to water and sanitation is a moral and ethical imperative rooted in the cultural and religious traditions of societies around the world and enshrined in international human rights.”*

From UN Millennium Project Task Force  
on Water and Sanitation

## *Human values in your culture*

- Make a list of human values found in your country culture that are *most important to you*
- Make a list of human values found in your spiritual / religious / native traditional culture that are *most important to you*
- Make a list of human values found in successful water education initiatives and water supply and sanitation projects

## *Human values in your culture*

- How do those human values compare with a list of human values found in workplaces around the world?
- Why does your country have the same, or different, human values expressions as other country cultures?

## *Human values in well-known people*

- Who is a well-known person in your country who is a good example of someone practicing the human values?
  - *It could be a historical person or a contemporary person*
  - *It could be a person involved in water education or water supply and sanitation*
- What human values are they most known for in their life and work?
- What human values would you like to be known for in your workplace?

## *Your own practical experience*

- What is a challenging situation you faced in the past in which you drew upon human values to resolve it?
- In your notes:
  - *Give a title to the situation*
  - *Describe the situation*
  - *Describe how you "applied" 2 or 3 human values in this situation*
- Tell your story to a partner, who will listen for the unique ways you applied human values

## *The practical side of human values*

- In your water-related education, supply or sanitation work...
  - *What kind of challenges or obstacles do people face in bringing out human values in your workplace?*
  - *What important situations in your work need the application of human values and ethics?*
  - *What are the practical benefits of human values and ethics?*



*“Meeting the Millennium Development Goal targets for water and sanitation requires the power of compassion, commitment, conscience, and character... a spirit of humanity that spans generations and works for the well-being of all.”*

## Unit 2: “Living” Human Values at Work



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### *Explicit and hidden strengths*

- Human values are inherent “strengths”
  - Explicit human value strengths are those that you most often draw from
  - Implicit / hidden human value strengths are those that you least often draw from
  
- You can use your *explicit* strengths to bring forth your *implicit / hidden* strengths
  - Sometimes your *implicit / hidden* strengths are just what you need to meet a challenge

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## *Explicit human value strengths*

- Circle as many human values on the list as you wish...
  - *What human values do you notice in yourself in your day-to-day work?*
  - *What human values do you draw from when facing a challenge at work?*
  
- Select 2-3 human values that are your strongest

## *Implicit/hidden human value strengths*

- Examining the human values that you did not circle, place a *check-mark* by...
  - *the human values you are least aware of in your day-to-day work*
  - *the human values you rarely draw from when facing a challenge at work*
  
- Select 2-3 human values that you want to bring out more often



## *A practical case: What would you do...?*

- Imagine that you are on a committee to address two issues that are limiting your city utility in collecting the necessary revenues to maintain consistent water quality and expand to serve new neighborhoods, especially the poor. The two issues are:
  1. *The willingness of the public to pay for water*
  2. *The effectiveness of the revenue-collection system*

## *1. Willingness to pay*

- Some people in the public believe that water should be provided for free. The poor can't afford to pay, while some simply don't want to pay if others aren't paying. Some seek to avoid payments by making illegal taps, bribing the bill collectors, or throwing away their bills.
  - *What human values are missing in this situation?*
  - *How would you apply your human values strengths in this situation?*
  - *How would you bring out the missing human values in this situation?*



## 2. System effectiveness

- Some collectors mis-read the meter in return for a small “fee”. Some VIPs do not receive bills, and there are other social inequities. The work force needs to be more assertive in collecting unpaid bills. Supervisors are apathetic to improving the system.
  - *What human values are missing in this situation??*
  - *How would you apply your human values strengths in this situation?*
  - *How would you bring out the missing human values in this situation?*



*“Human values have their roots in a single, universally-held premise: the inherent dignity of every human being.”*

## Unit 3: *Recognizing and Practicing Ethics in the Workplace*



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## *Ethics*

- Ethos: Greek word for “character” and “customs” (traditions)
- Ethic: “a set of moral principles; a guiding philosophy; a consciousness of moral importance (a *work ethic*, a *conservation ethic*)”
- Ethics: “the discipline of what is good or bad, with moral duty / obligation; principles of conduct governing an individual or group”

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## *Ethics and human values*

- How would you define ethics for your own field of work, related to water education, supply and sanitation?
- What are some specific examples of *ethical* behaviour in your field of work?
  - *What human values are present in your examples of ethical behaviour?*
- What is the relationship between ethics and human values?

## *Ethics and human values*

- How would you define ethics for your own field of work, related to water education, supply and sanitation?
- What are some specific examples of *unethical* behaviour in your field of work?
  - *What human values are missing in your examples of unethical behaviour?*
- What is the relationship between ethics and human values?

## *Strengthening the environment for human values and ethics*

- Goal: Create an environment in your workgroup that encourages and requires human values and ethics
- Using the “Force-Field Analysis” chart:
  - Identify forces that are hindering your group to practice human values and ethics (“forces against”)
  - Identify forces that are helping your group to practice human values and ethics (“forces in favour”)

## *Force field analysis*

| <u>Forces against:</u>                   | <--- --->    | <u>Forces in favour:</u>              |
|--|--------------|---------------------------------------|
| <i>Low motivation to achieve targets</i> | ---><br><--- | <i>Inspirational leadership</i>       |
| <i>Lack of resources</i>                 | ---><br><--- | <i>Having a code of right conduct</i> |
| <i>Corruption and vested interests</i>   | ---><br><--- | <i>Integrity and team spirit</i>      |

## *Practical, creative ideas*

- Based on your “force field analysis” ...
  - *What are some creative ideas for minimizing the “forces against”?*
  - *What are some creative ideas for maximizing the “forces in favour”?*



*“A focus on human values evokes the inner source of motivation for ethical and moral choices – bringing about changes of attitude from the inside out, with changes of behaviour to follow.”*

## *Unit 4: Developing Purity and Unity of Thought, Word and Action*



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## *Human values “hygiene”*

- How many people here are:
  - *100% perfect in living by human values at work?*
  - *0% perfect in living by human values at work?*
  
- Just as we need to practice physical hygiene each day, we also need to practice “human values hygiene” each day

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## *Human values “hygiene”*

- Our “purity” in living human values is like the purity of water...
  - *If a stream of water is unpolluted, its purity naturally shines forth*
  - *If the water is full of dirt, its purity is hidden, but its essential nature is still there*
- To clean up polluted water, we must increase the flow of pure water and reduce the pollution
- In the same way, to practice “human values hygiene” we must cultivate positive habits and remove negative habits

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## *Practicing human values “hygiene”*

- To cultivate positive habits:
  - *What practices outside of work best support you in living human values?*
  - *What practices at work best support you in living human values?*
- To remove negative habits:
  - *What habits would you be willing to give up that hinder your ability to live human values at work?*

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## *Unity of thought, word and action*

- How do you feel when others:
  - *Say what they mean?*
  - *Do what they say?*
  
- How do you feel when others:
  - *Do not say what they really mean?*
  - *Do not do what they say they will do?*

## *Trust*

- *Trust* between people is based upon whether they each *say what they mean* and *do what they say*. That is, *trust* depends on unity of thought, word, and action
- Why is *trust* among stakeholders important? For example:
  - *Completing WSS projects on time, within budget, and with high quality*
  - *Serving those who currently lack safe water and sanitation*
  - *Creating a new water use and management ethic*



## *Unity of thought, word and action*

- What is one way you could improve how well you:
  - ...*say what you mean?*
  - ...*do what you say?*
- How can you assist *others* in developing unity in their thoughts, words, and actions?

## *Your own practical experience*

- What is a challenging situation YOU ARE CURRENTLY FACING in your water-related education, supply or sanitation work?
- In your notes:
  - *Give a title to the situation*
  - *Describe the situation*
  - *Describe how you COULD APPLY 2 or 3 human values in this situation*
- Describe your plan to a partner, who will listen for unique ways you might apply human values



*“When human values are brought forth, a new level of shared meaning occurs, leading to aligned, effective action and results.”*

## *Unit 5: Fostering a Group Environment for Human Values and Ethics*



## *Leading others to practice human values and ethics*

- As a leader, what have you found to be most effective in encouraging, guiding, and requiring others to practice human values and ethics in their work?
- How can you help individuals in your workgroup to become aware of their human value strengths?



- The Hewlett Packard Corporation once conducted an internal study to discover the “best practices” of their highest-performing managers
- One finding: their best 200 managers consistently worked with their people to define a set of group values that everyone was committed to
- They then posted these group values as “guiding principles” for all their decisions and actions

# Eliciting commitment

- Research\* shows that the prime factor for increasing commitment to work is awareness of personal values, not awareness of organization values

|      |                            |         |         |
|------|----------------------------|---------|---------|
| High | CLARITY OF COMPANY VALUES  | 4.9/7.0 | 6.3/7.0 |
|      | CLARITY OF PERSONAL VALUES | 4.9/7.0 | 6.1/7.0 |
| Low  |                            | Low     | High    |

from research by Barry Posner

(Numbers refer to "level of commitment to work" based on a 7 point scale)

\* by Barry Posner, Dean  
Santa Clara University  
Business School USA

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## Establishing a set of "guiding principles"

- Create a "workgroup" at your table
- Make a list with 1 or 2 human value strengths for each person
- Using this list of human value strengths, create a statement of "guiding principles" for your "workgroup"
- Have each person give one specific, tangible example of how your guiding principles could be put into practice in day-to-day work

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## *Guiding principles: a practical example (1)*

- *“We the champions of human values in the project for Urban Water Supply and Environmental Improvement (UWSEI) are committed as good citizens to respect the faith, truth, justice, for whom this project is envisaged in a holistic manner and with proper use of all resources made available under this project.”*

## *Guiding principles: a practical example (2)*

- *“(1) To work for the public with courage and determination by having good dialogues with the public and giving them proper justice without any discrimination.”*
- *“(2) We can help them with our quality work, by teaching them the value of time and showing them how to be sincere and responsible.”*
- *“(3) Guiding principles: sincerity, discipline, devotion, love, justice, and implementation.”*

## *Your sphere of influence*

- Name some of the people who you interact with and influence in your day-to-day work:

*Your peers*

*Your subordinates*

*Your boss*

*Your customers*

*People in the  
community*

*Your students*

*Others*

- How do you already practice human values with these people, and what impact does it have?
- How can you bring human values and ethics more explicitly into your everyday conversations at work?

## *Your sphere of influence*

- How might your work positively impact any of the following, based on human values and ethics:
  - *Involvement, ownership and satisfaction of all stakeholders*
  - *Active partnership between government and civil society*
  - *A new sense of confidence, understanding and trust for the government's efforts*
  - *Enhanced sustainability of water and sanitation projects (with better cost recovery)*
  - *Efficient project completion – on time, in budget, with quality*

## *Your sphere of influence*

- How might your work positively impact any of the following, based on human values and ethics:
  - *Good governance, including pro-poor practices, ethics and transparency*
  - *A new ethic of water use and management*
  - *High regard for the protection and use of natural resources*
  - *An integrated approach to water and sanitation management*
  - *Long-term economic growth and poverty reduction*



*“Capacity-building efforts for human values and ethics, with a specific focus on the MDG targets related to ‘Water for Life,’ carry the potential for a fundamental breakthrough and qualitative leap forward.”*



## *Unit 6: Being a Champion of Human Values and Ethics at Work*



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### *The power of visioning*

- “Visioning” means imagining a tangible and specific idea for a future condition or event
- Visioning gives us:
  - a concrete goal to guide and organize our efforts
  - a “benchmark” so we know when to celebrate our success
- For example: “It is now \_\_(date)\_\_ and I am working effectively to provide water-related education / supply / sanitation to people in my community by \_\_\_\_\_.”

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## *Your personal vision*

- Write a “vision” of your “human values future” in your water education, supply or sanitation work
  - *Imagine that it is now four months from today*
  - *How are you practicing human values at work?*
  - *How are you leading others to practice human values and ethics at work?*
- Write your vision as a “letter to yourself”
- Write your postal address on the outside of the provided envelope and insert your letter

## *Your commitment*

- What is one positive attitude or behaviour change that people will see in you when you return from this group session?

## *Creating a “turning point”*

- Write your vision of a “turning point” in history for providing water, sanitation and hygiene for all through human values and ethics:
  - *Imagine that it is now the year 2020*
  - *What is the story that you will tell your grandchildren – what happened and the role you played in it?*



*“Human values and ethics are directly relevant to the art of responsible public policy making. Human values and ethics can become a source of political mobilization and contribute to social change. These fundamental values should guide and inspire us in our efforts to promote development and combat poverty.”*

Kjell Magne Bondevik  
Prime Minister of Norway



*“As long as poverty, injustice and gross inequality persist in our world, none of us can truly rest. Poverty is not natural. It is man-made and it can be overcome and eradicated by the actions of human beings. Overcoming poverty is not a gesture of charity. It is an act of justice, the protection of a fundamental human right: the right to dignity and a decent life.”*

Nelson Mandela

“The Campaign to Make Poverty History”



*“I am not interested in listening to 100 ways by which it cannot be done. Can you tell me one way in which it can be done? If I am authorized, I will remove the word ‘impossible’.”*

The Honourable A. P. J. Abdul Kalam  
President of India  
in “Vision to Mission” (2003)

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