



Monitoring and measuring the delivery and impact of training events

Monitoring and Evaluation Questionnaires

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May 2013**

ECU-TYEC 2-7/2013



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MULTIPLE CHOICE QUESTIONS

1. Which of the statements given below is not an unethical behavior?

- A) Receiving gifts
- B) Deriving benefits
- C) Ensuring transparency
- D) Waste of resources
- E) Untrue statements

2. Mr Ali, who works in a public institution,

- I- Usually comes late to work.
- II-Does not start work until he finishes reading his newspaper.
- III-Uses the stationary to take photocopies.
- IV-Makes his breakfast at home.
- V-Does not refuse the gifts given to him at duty.

Which of the daily behaviours of Mr Ali is absolutely contradictory to the principles of public ethics?

- A) Only I
- B) I-III
- C) II-IV
- D) I-II-V
- E) III-IV-V

3. Mr Ali, who is tax office inspector, purchases the domestic appliances from a dealer in his neighbourhood. The dealer sells the goods to Mr Ali under the early-bird price. He thinks that Mr Ali will come for a financial inspection if he sells them with profit.

According to the information given in the above paragraph, which of the following public ethics violations is more strongly realised?

- A) Using public property for one's own benefit
- B) Performing personal work during work hours
- C) To gain benefit using one's title outside the work hours
- D) Receiving gifts from those who get public service
- E) Reading the newspapers on the Internet at the office

4. A mayor had stated in a meeting held with his voters before the local elections that he would not tear down the shanty houses and enforce amnesty. However, after being re-elected as mayor, he stated in his first speech that he would tear down the shanty houses and start urban transformation, and that the owners of the shanties should evacuate their homes fend for themselves.

Within the framework of the information given in the above paragraph, the statements made by the mayor are non-conformant with which principle of public ethics?

- A) Realism
- B) Not wasting public property
- C) Ensuring participation in governance
- D) Consistency in managerial decisions and acts
- E) Impartiality

5. In a house visit, Mr Celal explained his target in future plans to his friend: "What's important is having power. Being correct or good is of no use, neither material nor spiritual. Those with power will be useful to his family and relatives, therefore he is good and correct. To be good and correct for the family and the relatives it is necessary to achieve high ranks in governmental institutions and hold the power." His friend said he completely agreed with him.

To which of the following principles is the opinion of Mr Celal and his friend is contradictory?

- A) Efficiency
- B) Participation in governance
- C) Consistent governance
- D) Transparency
- E) Justice

6. In an academic study, it is specified that there exist different approaches to ethical principles in different cultures. These are as follows:

- I. In public administration justice and integrity must be prominent.
- II. When legislations are being made, interests of groups must take precedence.
- III. It is risky that the public, who does not know governance, intervenes to it.

Which of the above principles should be complied with to realise behaviors in conformity with public ethics?

- A) Only I
- B) Only II
- C) Only III
- D) I and II
- E) II and III

7. The management of a public institution wants to prepare a draft law to solve the problems encountered in its line of work. To this end, first they invited institutions, establishments and non-governmental organisations, which are considered to be affected by the said legal regulation, for exchange of ideas. In this meeting, the matters where there is consensus and where there is not are identified and then, a commission to prepare the draft law was established consisting one person from each institution, establishment and non-governmental organisation. This commission was given six months to work together to prepare the draft law and to establish consensus in matters of conflict.

To which of the following principles will the path taken by this public institution to prepare a draft law contribute more?

- A) Justice
- B) Participatory governance
- C) Efficient use of resources
- D) Deriving benefits
- E) Consistency in application

8. Mr. Mustafa who works at the land registry and cadastre unit of a municipality has told his co-workers that work, within one working day, should be performed according to the following suggestions.

I. Citizens who come to pay their debt to the institution should be given more priority over those who come to collect an amount due.

II. Work that requires too many transactions should be left to coworkers within working hours.

III. When guests wish to pay us a visit, we should arrange for them to come during pre-determined break hours or during lunch break.

Which suggestion(s) made by Mr. Mustafa to his coworker is/are not appropriate in terms of public ethics?

- A) Only I B) Only II C) I and II D) I and III E) II and III

9. In a scientific study, public officials and the individuals who use public services were asked the reasons why behaviours in contradiction to public ethics were common. More than 90% of both the public officials and the individuals who use public services answered that the level of awareness concerning public ethics was low, that the citizen does not know about a legal regulation made and thus does not react to a behaviour in contradiction to public ethics.

According to the results of the study given in the above paragraph, which of the following measures will be more effective to strengthen public ethics?

- A) To intimidate managers by making them sign a service contract
- B) Inform the citizens on what can be done in situations that are not appropriate in terms of public ethics
- C) To advertise targeting service receivers on the quality of the service given and the personnel
- D) To require that the manager candidates hold at least a high school diploma
- E) To organise a meeting to introduce service receivers and public officials at least once a year

10. I. Receiving gifts from service receivers
- II. To give precedence to relatives in public duty
 - III. To take measures to make the governance transparent
 - IV. To waste the resources of the public institution
 - V. To ensure participation in the governance

Which of the above prerequisites may not be considered an unethical behaviour?

- A) I and II B) II and III C) II and IV D) III and V E) IV and V

11. Mr Sirri, who is the president of the provincial organisation of a political party, told his friends that the important thing is to be in power, and that being in power means to be good and strong. (1) After his party establishes the government after the elections, he is assigned as director to a public institution and used all the resources of the institution for his family and relatives. (2) During this time, he faked the purchase of materials for the institution to meet his personal expenses from the institution budget. (3) During his management, he was late to sign the payment documents. (4) On the other hand, he spent effort in the meetings held to support everyone to express their feelings and opinions. (5)

Which of the numbered sentences given in the paragraph contains a behaviour in compliance with ethical principles?

- A) I B) II C) III D) IV E) V

12. Mr Halim, who is a lecturer in a university, has completed his publication process and has applied for associate professor title. When the jury was determined he sent the files composed of his studies to the members of the jury. Then, he went to his advisor and told him that he had completed the necessary procedures but was afraid of the jury member Mr Celal. His advisor told Mr Halim that he need not fear Mr Celal, that he was formerly his student and he would call Celal and ask him to give a positive opinion.

According to the above paragraph, which of the following ethical principles is the behaviour of Mr Halim's advisor more contradictory?

- A) Impartiality
- B) Decency and respect
- C) Transparency
- D) Responsibility
- E) False statement

13. Mr Zafer works in a public institution to organise the researches to be conducted by the institution and to establish a support budget for the researchers who apply to conduct research from outside the institution. In a support period, many researchers applied for support and Mr Zafer Bey examined the applications, deciding which researches to be supported. It was observed that in this period in general he budgeted for the research plans for the researchers applying from the university he had graduated but did so seldom for those applying from other universities.

According to the above paragraph, which of the following violations of principles of public ethics is more closely related to the behavior of Mr Zafer in the process of deciding to grant a support budget to research suggestions?

- A) Wasting public resources
- B) To perform his personal work within the work hours
- C) To give precedence to acquaintances when giving public service
- D) To receive gifts from public service receivers
- E) To gain benefit outside the institution using his title

14. Mr. Cevdet who is general director at a public institution,

I- has warned personnel who does not abide by working hours.

II- has punished service personnel who did not abide by working hours by making them work during the weekend to help him move to a new house.

III- while the service personnel were helping him move, he asked them to provide information on the worldviews of the other employees at the institution.

Which of Mr. Cevdet's behavior(s) is/are absolutely contradictory to the principles of public ethics?

- A) Only I
- B) Only II
- C) Only III
- D) I-II
- E) II-III

15. In public institutions there are ... and ... specified by these institutions in order to ensure a certain standard in the services given. These are the road map of the institution. They also show the employees what are expected of them in the long term and what principles the employees should embrace.

In the above paragraph, which of the following concepts should be placed to ensure an integral meaning?

- A) Integrity and impartiality
- B) Transparency and impartiality
- C) Objective and mission
- D) Participation and impartiality
- E) Integrity and participation

16. The quality of the service given by an institution is important. However, there must be some criteria to determine whether this quality is adequate. Absence of such criteria leads to arbitrariness of the services. To maintain the services given at or above such criteria will increase the competitiveness of the institution against other institutions that give the same services at the national and the international level.

Which of the following concepts explain the principles and the criteria implied in the above paragraph in order to increase the quality of public service?

- A) Impartiality
- B) Voluntary participation
- C) Vision and mission
- D) Public service awareness
- E) Service standards

17. Mrs Şenay, who is the director in a public institution, warned an official saying: "I know that your work is intense. Consequently, you are being a bit hasty in written communications. However, this can lead to important mistakes. Thus, please be more careful from now on to avoid such mistakes. The works better be completed late, than be faulty"

Which of the following choices give the ethical basis in Mrs Şenay's statements before warning the official who made the mistakes?

- A) Misuse of duty
- B) Decency and respect
- C) Impartiality

D) Excess of power

E) Participation

18. Mr. Muhittin who is an inspector at the Ministry of National Education has consulted the director before accepting an inspection duty with a high allowance for travel expenses and daily wage. He stated that many of his co-workers had volunteered for this duty and offering this directly to him might lead to some problems. Consequently, lots were drawn to determine who would undertake the inspection duty.

Which of the following adverse behaviors of the inspectors does Mr Muhittin's behavior tends to prevent?

A) Conflict of interests

B) Waste

C) Misuse of duty

D) Excess of power

E) Participation in governance

19. Mr. Murat who is employed as chief at an institution has decided to keep quiet about a tender corruption he has witnessed in order to prevent the impairment of respect and confidence to the institution. (I) Ms. Şermin who is a public official kept quiet, due to respect and politeness, while her chief Mr. Cemil photocopied his son's lecture notes using the equipment and materials of the institution. (II) Ms. Canan who is vice director at an institution does not give any warnings to Ms. Sevil who comes late to work, because they are friends from high school. (III) Mr. Rüstem who is chief responsible for tenders at a ministry negotiates, when necessary, with the institutions that apply for the tenders held to procure the cheapest and best quality materials. (IV) Mr. Tahsin who is a senior employee in the security units has rejected his wife's request for an official car for the transportation of their children to and from school. (V)

Which of the five different behaviours displayed by the five different public officials at five different institutions are not appropriate in terms of ethical principles?

A) I and II B) II and III C) II and V D) I,II and III E) III, IV and V

20. A school principal receives an official letter stating that students must be selected for a knowledge contest to be organized among the High Schools in the province. The school principal, having realized that he/she will not be able to make this choice personally, has negotiated with the vice principals the issue of how and by whom the selection of students will be made. At the end of these negotiations, a decision was made to select the first three students receiving highest points in a test of general culture and skills to be conducted among students attending the final year of high school, who are within the first 10 in terms of their levels of success, and the chief vice principal was assigned to conduct these tests. The chief vice principal, Mr. Ertekin on the other hand, decides not to waste any time by conducting a test and selects three students, including the child of a personal close relative,

to participate in the contest. However, these three students can respond to only a few questions and fail the contest.

Which of the following unethical behaviors is more appropriate to explain the way Mr Ertekin took to specify the students to take part in the contest?

- A) Conflict of interests
- B) Respect and confidence
- C) Excess of power
- D) Waste of public resources
- E) Decency and respect

21. In a large public institution, the charge of the proceedings made was paid to the officials who carried out the proceedings, but with a last regulation such payments are now being paid to special pay desks. The person following the proceedings goes to the pay desk after completing the documents and pays the cost of the proceedings and then the documents are signed by the director to completion.

Which of the following choices gives the justification to abolish payment to the officials carrying out the proceedings in the above mentioned public institution?

- A) Efficient use of public spaces and resources
- B) To prevent deriving benefit from the service given
- C) To avoid false statements
- D) To increase transparency in administration
- E) To improve service awareness

22. A TV reporter, making an investigation concerning the teacher versus parent conflict in a school contacted the assistant principal Mr İhsan who was conducting an investigation on the incident but Mr İhsan only narrated what happened and did not answer questions that required interpretation.

Which of the following principles explains the behavior of Mr İhsan?

- A) Integrity towards the employees and the service receivers
- B) Transparency in administration
- C) Meticulous use of public space
- D) Preventing gain of benefits
- E) Avoiding binding statements

23. Most of the questions of the selection examination given by a public institution were disclosed on the web page of a publishing and special training/education company as the exam was still being given. Upon this, the public institution defended itself saying that the questions did not leak but were put on the Internet by the students who took the exam instead of starting an investigation.

With respect to which of the followings primarily will the public institution in the above scenario experience loss by not launching an investigation?

- A) Respect and confidence
- B) Equality
- C) Impartiality
- D) Devotion to the mission
- E) Public service awareness

24. Mrs Selma, an instructor in a university, launched a campaign to collect the caps of PET bottles and provided electrical wheelchairs to many handicapped individuals.

Which ethical principle does Mrs Selma give precedence by this campaign she started?

- A) Awareness of service to the society
- B) Integrity and impartiality
- C) Decency and respect
- D) Avoiding conflict of interests
- E) Not misusing authority

25. The son of Mr Kahraman, a teacher in a school, is attending the 7th grade in the same school. Mr Kahraman avoids giving lessons to his son's class as far as he can. However, the maths teacher of his son comes to him one day and tells him that his son is actually unsuccessful in maths but he had given enough credit to ensure that he passes the maths course.

To which of the following principles is the behaviour of the maths teacher contradictory?

- A) Not wasting public resources
- B) Devotion to the mission
- C) Integrity and impartiality
- D) Decency and respect
- E) Avoiding conflict of interests

26. As soon as Mrs Demet is appointed as the director in the institution she works at, she purchased garish articles for her desk and changed the old furniture with luxurious new furniture. However, the budget of the institution allocated for renewed articles and furniture was not enough. Upon this, Mrs Demet asked the manager of a firm, to which the institution gives service, to pay the remaining cost of the articles and furniture.

Which of the following unethical behaviours explains the changes made by Mrs Demet in the director's office and her request from the firm manager to pay for this?

- A) Bias and pressing
- B) Conflict of interests and intimidation
- C) Disrespect and non-compliance with the standards
- D) Waste and bribery
- E) False statement and secrecy

27. **I. Abstain from personal contentions in order to maintain the institution's respectability and confidence**

II. Sustain relationships with the employees of the institution within the context of decency and respect

III. To keep one's own interests above everything else in the event of conflicts of interests

IV. To make an effort to duly fulfill the duties assigned by directors

V. To indicate that a director has exceeded his/her authority by using humiliating words

Which of the actions above would imply that an individual working in any public institution is behaving unethically?

- A) I and II B) II and III C) III and V D) I, II and III E) III, IV and V

ANSWERS

1. C
2. D
3. C
4. D
5. E
6. A
7. B
8. C
9. B
10. D
11. E
12. A
13. C
14. E
15. C
16. E
17. B
18. A
19. D
20. C
21. B
22. E
23. A
24. A
25. C
26. D
27. C

TRUE – FALSE QUESTIONS

If you think that the practices and opinions given in the below statements are true with respect to ethical principles, put a T, and if not, put an F.

- 1) Mr Rafet, the PhD thesis advisor of Mr Ahmet, was assigned to the doctorate jury of Mr Ahmet.
- 2) **Cemal photocopied his identity card, which was necessary for a personal business, in the nearby stationary shop although there was a photocopy machine in the institution.**
- 3) **Mrs Ceyda not only speaks short in the institution's phone but also avoids long talks when called from her cell phone within the work hours.**
- 4) The secretary and the other officers in the institution cannot breakfast at home, so they do not start work before they breakfast in the office.
- 5) The counsellor Mr Recai always does his shopping in the market belonging to his student Ceren's father because Ceren's father cannot charge him.
- 6) ... **The geography teacher Mr. Celal has rejected all the polite offers made by his students during all excursions and covered his own expenses.**
- 7) **Mr Yılmaz, who is a manager in an institution, spends effort to support everyone put into words their thoughts and feelings in the meetings held together with the employees.**
- 8) When Mr Rafet Bey became the director in an institution, he used all the resources of the institution to protect his family and his kinsmen and to suppress the demands of others.
- 9) **The director of an institution runs the tender she/he launched to purchase materials from private companies publicly and allows the media to publish/broadcast it.**
- 10) **An investigation was opened about Mr. Hakkı who is a public official at an institution; the inspector who was assigned turned out to be Mr. Hakkı's classmate from high school, so another inspector was assigned.**
- 11) When Mr Rüstem told his director that overtime pay of his colleague, who did the same work as himself, was paid but he wasn't, the director responded that the service given by a government institution should be accepted as good, appropriate and fair without questioning the rules.
- 12) **A case was filed to compensate for damages incurred by the employees assigned for procurement of materials at a public institution, due to the fact that they did not grant the tender to the proper company.**
- 13) Mr Mahmut, an inspector in a tax office, threatens the establishments he does his shopping from by imposing a fine on them so that he can get food and clothing for free or at a low cost.
- 14) Mr Rasim, who is an editor in a scientific journal, has sent an article of his friend to the reviewing editors that he is acquainted with, ensuring that the process is completed rapidly.
- 15) **Mrs Münevver, who is an academic staff of a university, has sent her article to a journal, the editor of which is a friend, and then called the editor and asked him not to intervene with the publishing process because of their friendship.**

- 16) A contractor gives on the bairam gifts to the employees of the public institutions which facilitate the proceedings concerning payments.
- 17) Giving gifts to public officials at times like new year's eve and national holidays increases the service quality expected from the public officials.
- 18) The gifts given to the employees of public institutions is an innocent sharing between the individuals giving public service and the individuals to whom this service is given.
- 19) It should not be considered as a problem that the employees of the institution come to work late or leave early as long as the work is not retarded.
- 20) Reşat, who is a security guard in a bank, did not let his cousin, who had come to the bank to pay a bill, go in the queue and ensured that he made the payment behind the counter.
- 21) **That the employees of public institutions give precedence to their relatives is an example to malpractice.**
- 22) The public officers must read the newspapers online using the office internet free of charge, to increase their general culture and knowledge.
- 23) Mr Türker, who is a manager in a public institution, uses the printer in the office to print out the homework, and the necessary outputs of the projects and other activities of his son, who is a primary school student.
- 24) Mr Hamza, who is an officer in the greater city municipality, always ignores the peddler who sends gifts to his son.
- 25) Mrs Merve does her breakfast in the public institution that she works at so that she does not have wake up very early in the morning.
- 26) Mr. Osman takes home the laptop, which is property of the institution he works for, during the weekends claiming that he will use it for the institution's work, although he uses it for his own personal purposes.
- 27) **Mr Nuri, who is an officer in a public institution, avoids putting into words the mistakes of the institution managers in the crowd but informs the managers in special meetings.**
- 28) **Mrs Özlem sets her cellular phone in the silent mode within the work hours and makes her non-urgent phone conversations outside the work hours.**
- 29) **Mr Arif, who is a security officer, refused the bank officer who wanted to give precedence to him because he was a policeman, saying that it would be unfair to the people in the queue.**
- 30) **Mr Hamit, who is a minister, refused the offer of his bodyguards who wanted to pass at the red light during his ride in the city and waited for the green light to illuminate.**
- 31) **Dr Cevat refused the offer of the medical firm, from which the institution purchases items, to pay his holiday expenses abroad, provided that he participate in the firm's seminar.**
- 32) **A security officer in a bank did not respond to the counter officer who criticised him in front of the customers but defended himself after the end of the business day.**
- 33) When Mrs Bilge started her first day at her new job, she asked the director to give her an easy job since she was a relative of the Minister's counsellor.
- 34) Mr Osman, who is a manager in a public institution, used the official car and driver when he was visiting a hospitalised relative.

- 35) The counsellor Mrs Azra shared the conditions of her student who was abused by his father with the other teachers in the meeting in the teachers' room.
- 36) The physics teacher Mr Yasin reproduced the course notes of his son in high school using the photocopy machine in the school.
- 37) Mrs Gülsüm did not use references for many of the citations she used in her Master's thesis and borrowed many ideas of other researchers as if they were her own ideas.
- 38) Mrs Canan had an aesthetic surgery on her nose and pretending that it was a health expense, she had the institution pay for this surgery.
- 39) **A traffic police who was trying to regulate the traffic jam at the junction fined the officers in a police car when they would not obey the traffic rules.**
- 40) Mr Yaşar, who is a security officer, wears his uniform even on days when he is not on duty because he thinks that the uniform gives him authority.
- 41) **The chief of traffic sent a letter of thanks to the police officer who fined him when he violated the traffic rules driving his private vehicle on a day that he wasn't on duty.**
- 42) Mrs Kezban, who is a director in a public institution, stated in a meeting held by her assistants that devotion to principles slowed down their work and that because of this they need to work without being devoted to certain principles.
- 43) **Honesty and devotion to principles increases the quality of the public service.**
- 44) Mr Metin called his neighbour's son Sercan, who was at the end of the queue waiting to get his student certificate and issued his certificate immediately.
- 45) An officer in the land registry cadastre office has accelerated the proceedings of a title owner who had given him a gift and told the title owner to come and find him whenever he has business in the office.
- 46) An exam for research assistantship was made in a university and Mr Mercan, who took the exam, enriched his exam paper cheating from the others taking the exam.
- 47) **Mr Mehmet, who is director in a public institution, does not allow gossiping about the other individuals working in the institution and scolds those who try to gossip with him on other employees to find favour in his eyes.**
- 48) **The public relations officer of a bank refers to Mr. Nuri who is director at a public institution and asks him to provide the credentials of the institution's employees in order to send them credit cards. The PR officer tells Mr. Nuri that he can receive valuable gifts in return for this information, but Mr. Nuri does not give out any information.**
- 49) Ms. Pakize, who is vice principal at a secondary school, continuously expresses groundless complaints to the school principal about the other vice principals
- 50) **Mr Taha, who is the chief responsible of expenses, avoids especially luxurious materials when purchasing, preferring cheaper materials with the same functionality.**
- 51) **Mr Cevher, assigned as a manager in a public institution, requested modest furniture to be bought for his office which was being renewed.**
- 52) **Mr Tarık, who is the chef in the cafeteria of a public institution does not like waste and collects bread pieces to distribute them to his acquaintances who are in need instead of disposing them.**
- 53) Mrs Menekşe, a public officer, has a deterrent attitude towards her colleagues so that they do not load her much work.
- 54) Mr Ümit Bey generally displays with his words and behaviour that he is clumsy so that he is not loaded much work.

- 55) Mrs Ayşe and Mrs Elif, who both work in the same institution, get obstinate with each other on who would undertake the necessary works, hindering due completion of the works.
- 56) Mrs Fitnat, working together with eight other officers in the same room, warned Mrs Semra, who frequently talks on her cell phone and walks around the room with her high heels, not to make noise.
- 57) Mr Remzi, who is a customs officer, told his colleagues that he refused the bribe of a truck driver because the bribe was not high.
- 58) Mr İsa, who is the director in a primary school, has banned the teachers other than the director and the assistant directors to suggest opinions in meetings.

QUESTIONS WITH WRITTEN SHORT ANSWERS

- 1) What are the adverse situations that may arise when a public officer receives a gift?
- 2) Give examples of common behaviours which you think are contradictory to code of ethics from your office premises and explain why you think they are unethical.
- 3) Give an example of the dilemmas of individuals in public ethics and suggest a solution.
- 4) Explain the relationship between public ethics and service standards and give examples of situations that may arise in case of unconformity.
- 5) Give one example for each of the violation of integrity and impartiality, which are principles of public ethics and explain the similarities and differences between them.
- 6) Explain the concepts of confidence and respect within the context of public ethics and give examples of how the attitude of a public officer devoted to these principles should be.
- 7) What are the measures to be taken and the incentives to be applied to develop public and social service awareness?
- 8) Explain by giving examples what types of ethical violations might arise when working in a surrounding where conflicts of interest are intensively experienced.
- 9) Give an example of a case study in which duty and authority are misused and make suggestions on how to prevent such ethical violations.
- 10) What are the risks with respect to public ethics when public officers use public spaces and resources?
- 11) Write down in items the positive effects of being transparent in management and ensuring participation in management with respect to public ethics.
- 12) Make up an example explaining the relation between public ethics and a public officer not giving a declaration of property.
- 13) What would be the effect of receiving gifts and derive personal benefits as a result of public duty on integrity and impartiality which are ethical principles?
- 14) What measures should be implemented to prevent the ethics violations most common in public institutions?
- 15) What should be done to increase attitudes conforming to ethical principles in public institutions?
- 16) Prepare a few activity examples to develop the ethical culture in public institutions and write down what problems may be encountered when you attempt to implement this type of ethics in a small group.
- 17) Write down the three ethical concepts that you think should be given importance most and explain why you give more importance to them than the other concepts.
- 18) Explain principles of public ethics that you think the implementation of are more important than the others.
- 19) Explain the connections between public ethics and the mission and vision of your institution within the context of the awareness to serve the public and give an example.
- 20) Adopting which type of behaviour in performing our duties in public institutions will make us more useful in the service we give to the public?
- 21) What types of problems are expected to emerge if we do not comply with the necessary standards in performing our duties in public institutions?
- 22) How would the society be affected when the objective and the mission of the institution you work in is realised?

- 23) What kind of a relationship is there between the ethical principles of being impartial and honest?
- 24) What points must we take care of to increase the respectability of our institution in performing our duties?
- 25) What do the concepts of respectability and confidence make you think of? What do you recommend to an institution that cannot ensure these concepts and to their employees?
- 26) Which of the adverse attitudes you observe in your institution are based on conflict of interests?
- 27) What do you think should be taken care of to prevent conflict of interests within the institution?
- 28) What would the consequences of having conflict of interests with a colleague in your institution be?
- 29) What are the examples of attitude in relation to misuse of authority you have observed in any public institution?
- 30) What may be the problems arising as a consequence of a public officer misusing her/his authority and duty?
- 31) Should the managers assigned to public institutions be given the authority to choose the persons they are going to work with? Why do you think this way?
- 32) Is it an innocent behaviour that the served individuals or institutions always bring presents to the managers in a public institution? Explain your thoughts with reasons.
- 33) Is it an innocent behaviour that the served individuals or institutions always bring presents to the employees in a public institution? Explain your thoughts with reasons.
- 34) Which behaviours of the managers in your institution would mean that they have derived benefit?
- 35) Which behaviours of the employees in your institution would mean that they have derived benefit?
- 36) What would the managers in a public institution should take care of when using public resources?
- 37) What would the employees in a public institution should take care of when using public resources?
- 38) Have you ever witnessed that the resources of a public institution are being wasted? Which type of behaviour do you think causes the waste of the resources of a public institution?
- 39) What are the responsibilities of the managers of a public institution to prevent the waste of the resources of the public institution?
- 40) What are the responsibilities of the employees of a public institution to prevent the waste of the resources of the public institution?
- 41) What are the responsibilities of the individuals served by a public institution to prevent the waste of the resources of the public institution?
- 42) Which behaviours do you feel responsible to perform as you conduct your duty in your institution?
- 43) Which behaviours do you feel responsible not to perform as you conduct your duty in your institution?
- 44) What do you feel and think when a colleague or you waste the resources of your public institution?
- 45) What problems may arise when the managers of a public institution make statements that are not true concerning services?

- 46) What problems may arise when the managers of a public institution give prominence to their personal opinions when making a statement that concerns the public?
- 47) Is it moral that the managers of a public institution make statements reflecting their personal opinions when making a statement that concern the public?
- 48) What are the benefits of the transparency of the managers of a public institution with respect to moral?
- 49) How would the transparency of a public institution in operation and decision making processes effect the opinions of the public concerning the institution?
- 50) What are the non-transparent behaviours of the managers in your institution?
- 51) How would ensuring participation into institutional management and operation effect institutional transparency?
- 52) How would ensuring participation into institutional management and operation affect the behaviours of the employees of the institution?
- 53) What kind of measures should be taken to enhance participation into institutional management and operation?
- 54) What are the behaviours that prevent the participation of the employees of the institution into institutional management and operation?
- 55) What do you understand from institutional management and operation?
- 56) Can the transparency of public institutions prevent the managers and the employees of the institution to drive personal benefits? How?
- 57) Can the managers of the public institution bearing the responsibility of being accountable prevent the waste of public resources? How?
- 58) What do you think are the responsibilities that the managers should have concerning accountability in relation to the services performed?
- 59) What type of a relationship exists between the accountability of the managers of a public institution and the transparency of the public institution?
- 60) How would social participation into management and processes of a public institution affect the accountability of the managers?
- 61) How would relations with the former public institution officers affect the continuity of public service?
- 62) How would establishing and continuing relationships with the former public institution officers affect the employees and the managers of the institution?
- 63) How would the employees and the managers of a public institution making property declarations affect the public image of the institution?
- 64) Which unethical behaviours would be prevented when the employees and the managers of a public institution make regular property declarations?
- 65) According to you, is it important that the employees and the managers of a public institution make regular property declarations? Why?
- 66) What must be done in public institutions to increase behaviours in compliance with ethical principles?
- 67) What can be done in public institutions to develop ethical culture?
- 68) Which problems would arise if public officers criticise each other severely in public?
- 69) What are the adverse consequences of the public officers disclose information to others concerning the service and duties of the institution?
- 70) What are the problems that would arise when a public officer talks for a prolonged time on the institution's phone?
- 71) Is it an ethical behaviour that a public officer uses the institution's phone for her/his personal conversations? Why?

- 72) What kind of criticism would you make if you see a public officer giving precedence to her/his acquaintances in business follow-up?
- 73) What do you think concerning public officers being late to work and leaving work early?
- 74) What is ethics?
- 75) What is public ethics?