

WORK ETHICS

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ETHICS

- A collection of values and behaviors which people feel are moral
- “Ethics” is name given to our values of good behavior

ETHICS

- A positive work ethic is the collection of all the values and actions that people feel are appropriate in the work place

moral

- Relates to right and wrong
- Values are beliefs that a person feels very important
- Our behavior, actions are most often a reflection of our values

moral

- Today's workforce is demanding and competitive
- Good technical skill is not enough but must be motivated with a positive cooperative attitudes

10 CHARACTERISTICS OF WORK ETHICS

1. ATTENDANCE

- Attend workplace, arrives/leaves on time
- Make advance notice for planned absences
- Punctuality

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2. CHARACTER

- Display loyalty, honesty, trustworthiness, reliability, dependability, initiative, self discipline and self-responsibility

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3. TEAMWORK

- Team worker, cooperative, assertive, display a customer service attitude, continuous learning, mannerly behavior

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4. APPEARANCE

- Display appropriate dress, grooming, hygiene and etiquette

5. ATTITUDE

- Positive attitude, self confident, realistic expectation of self

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6. PRODUCTIVITY

- Safety practices, conserve materials, keep work area neat and clean, follow directions and procedures

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7. ORGANISATIONAL SKILL

- Skill in personal management, time management, prioritizing, flexibility, stress management and dealing with chance

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8. COMMUNICATION

- Appropriate verbal and non verbal skill

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9. COOPERATION

- Display leadership, appropriate handle criticism and complaints, demonstrate problem solving capacity, maintain appropriate relationship with supervisors and peers, and follow chain of command

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10. RESPECT

- Respect the rights of others, deal appropriately with cultural/racial diversity and not engaged in harassment of any kind

CORE VALUES

- Essential for individuals in acquiring a high quality of life, a successful career and to be a good citizen

CORE VALUES

- Organization has to adopt a set of core values for creating code of conduct or standard of behaviors expected of individual serving in that entity

CORE VALUES

i. HONESTY

- Being truthful and non deceptive or fraudulent.
- The credo is “there is no substitute for the truth”

CORE VALUES

ii. RESPECT

- Having a genuine regard for others and a sharing of consideration

CORE VALUES

iii. COMPASSION

- Understanding the feeling of others and recognizing the effects of one's actions will have on others

CORE VALUES

iv. FAIRNESS

- Practicing actions that are just and impartial along with treating people in a consistent manner

CORE VALUES

v. RESPONSIBILITIES

- Assuming ownership for personal actions and to be accountable for one's action and behavior, assigned task, duties and functions

CORE VALUES

- Taking action against wrongdoing and dishonesty, misconduct or such inappropriate behavior

BENEFIT OF GOOD WORK ETHICS

- **Good work ethics will accomplish the following goals:**

i- Positive work ethics skill make for more employable and valuable employees

BENEFIT OF GOOD WORK ETHICS

ii- Employers will have workers with desirable work habits

iii- More motivated and attentive workers