

OBJECTIVES

- ♦ WHAT IS ETHICAL BEHAVIOR AND WHY DOES IT MATTER AT WORK?
- ♦ IMPORTANCE OF WORK ETHICS TO THE EMPLOYER
- ♦ IMPORTANCE OF WORK ETHICS TO THE EMPLOYEE
- ETHICAL BEHAVIORS
- CONSEQUENCES OF POOR WORK ETHICS
- BENEFITS OF GOOD WORK ETHICS
- APPLYING WHAT WAS LEARNT

What is Work Ethics?





WORK ETHICS

THEY ARE MORE THAN A SET OF RULES.

ETHICS ARE KNOWING HOW TO <u>APPLY</u> THE RULES AND HAVING THE STRENGTH OF <u>CHARACTER</u> TO BEHAVE IN AN ETHICAL MANNER.



WHAT'S

IN

IT

FOR

ME ?

WHAT DOES MY EMPLOYER WANT?
HOW DO I BENEFIT?

WORK ETHICS: THE EMPLOYER

A LIST OF WORK ETHICS FOR AN EMPLOYER OR A COMPANY MIGHT BE:

- TO PROVIDE A SAFE WORK ENVIRONMENT FOR ALL STAFF AND EMPLOYEES
- TO TREAT EMPLOYEES WITH DIGNITY AND RESPECT
- TO PROVIDE A FAIR WAGE FOR THE SERVICES RENDERED
- TO HANDLE ALL BUSINESS TRANSACTIONS WITH INTEGRITY AND HONESTY

WORK ETHICS: THE EMPLOYEE

A LIST OF WORK ETHICS FOR AN EMPLOYEE MIGHT BE:

- TO SHOW UP ON TIME
- TO TEND TO COMPANY BUSINESS THE WHOLE TIME WHILE AT WORK; GIVING IT 100%
- TO TREAT THE COMPANY'S RESOURCES, EQUIPMENT AND PRODUCTS WITH CARE
- TO GIVE RESPECT TO THE COMPANY BY WORKING WITH HONESTY AND INTEGRITY

ACTIVITY: LET'S LIST SOME ETHICAL ISSUES THAT MIGHT COME UP AT WORK.

WORK ETHIC: HOW VALUABLE ARE YOU TO THE ORGANIZATION AND HOW DOES THIS LEAD TO THE FULFILLMENT OF FUTURE GOALS?

WORK ETHICS- WHAT BEHAVIOURS?

- ATTENDANCE- LIMIT ABSENCES AND BE ON TIME
- CHARACTER- GOOD CHARACTER IS BETTER THAN TALENT
- TEAM WORK- WORK WITH OTHERS, CONTRIBUTE, BE A LEADER
- APPEARANCE- DRESS FOR SUCCESS, GOOD HYGIENE, MANNERS
- ATTITUDE- POSITIVE ATTITUDE, BE RESPONSIBLE

WORK ETHICS- WHAT BEHAVIOURS? CONT'D

- PROFESSIONALISM- SEPARATE PERSONAL FROM WORK
- PRODUCTIVITY / INITIATIVE- TAKE PRIDE IN YOUR WORK AND GO THE EXTRA MILE
- ORGANIZATIONAL SKILLS- TIME MANAGEMENT, AVOID PROCRASTINATION
- COMMUNICATION- WRITTEN, VERBAL, NONVERBAL

WORK ETHICS- WHAT BEHAVIOURS? CONT'D

- COOPERATION- FOLLOW RULES, APPRECIATE
 PRIVILEGES AND DON'T ABUSE THEM
- RESPECT- CARRY OUT REQUESTED TASKS AND RESPECT OTHERS

YOUR ATTITUDE DETERMINES YOUR ALTITUDE!



POOR WORK ETHICS

THE CONSEQUENCES????



HOW DO I APPLY THESE PRINCIPLES

- ACT IN A PROFESSIONAL MANNER
- KEEP YOUR PERSONAL LIFE PRIVATE
- DO NOT STEAL
- DO NOT WASTE RESOURCES
- CONTINUED DEVELOPMENT
- REMAIN FOCUSED- KEEP YOUR EYES ON THE PRIZE

BENEFITS OF PROPER WORK ETHICS PERSONAL BENEFITS: (CHANGE POINTS)

- PEACE OF MIND
- PRIDE
- GOOD REPUTATION
- TRUST
- SUCCESS!

OTHER BENEFITS:

- ENSURE POLICIES ARE LEGAL
- IMPROVE SOCIETY
- MAINTAIN A MORAL COURSE IN DIFFICULT TIMES
- DEVELOP STRONG TEAMWORK AND PRODUCTIVITY

FOOD FOR THOUGHT

- THINK OF THE MOST ETHICAL PERSON YOU KNOW!
- WHAT CHARACTERISTICS DO YOU ASSOCIATE WITH THAT PERSON?
- POO YOU THINK ETHICS ARE IMPORTANT TO THAT PERSON?
- IF SOMEONE ASKED THAT QUESTION ABOUT YOU, HOW MANY PEOPLE WOULD THINK ETHICS WERE IMPORTANT TO YOU?
- PHOW WOULD IT FEEL TO KNOW YOU ARE A ROLE MODEL FOR OTHERS?
- PHOW CAN GOOD WORK ETHICS HELP OR BENEFIT YOU?

FINAL THOUGHTS



Pulling it all together

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