A Look at Workplace Ethics
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What are Work Ethics?
## Work Ethics

### Work Ethics for an Employer

- To provide a safe work environment for 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 for an Employee

- To show up on time
- To tend to company business the whole time while at work
- To treat the company’s resources, equipment and products with care
- To give respect to the company by working with honesty and integrity
What Do Professional Ethics Include?
Professional Ethics

- Professional manner
- Personal life
- Respect for resources
- Guidelines for professional ethics
Professional Manner

Professional manner includes being:

- on time
- polite
- respectful
- dependable
Professionalism

Soft Skills – Professionalism
(click on link)
• Separate work life from private life
• Avoid discussing personal problems
• Keep personal telephone calls to a minimum
Do Not Steal or Waste Resources

- Stealing is
  - illegal
  - unethical
- Do not take items such as:
  - cash
  - property
  - office supplies
  - food
  - toiletries

Wasting resources costs the company money
- Recycle items such as:
  - paper products
  - grease
  - oil
Guidelines for Professional Ethics
Work Ethics

Ethics in the Workplace!
(click on link)
Human Relations Soft Skills/Transferable Skills

- Treating people fairly
- Establishing rapport
- Being a cooperative team member
- Dealing effectively with conflict
- Helping clarify misunderstandings
- Creating an environment of social interaction
Work Ethic Qualities

Responsibility

Commitment and Excellence

Flexibility

Teamwork

Honestly

Reliability

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Code of Ethics

Workplace ethics serve as guiding principles that effective leaders use to set the professional tone and behavior.

Behavior of employees

Employee treatment

Wages, benefits and working conditions
Questions to Keep in Mind

1. Is it fair?
   - Does it uphold the values of the organization?
   - Can I tell my decisions to my employer, my family and others?
   - How would others regard the details if public?

2. Am I confident in my decision
   - Will it be valid for years?
   - Is it legal?
   - Will it hurt anyone?
   - Does it positively represent the company?

3. Does it make anyone uncomfortable?
   - Does it convey respect for others?
   - Have I involved others by asking their viewpoint?
Questions?
References and Resources

Images:
Microsoft Clip Art: Used with permission from Microsoft.

Textbooks:

Websites:
Department of Labor
Essentials Skills to Getting a Job.
References and Resources

Ethics Resource Center (ERC)
ERC is a nonprofit, nonpartisan research organization, dedicated to independent research that advances high ethical standards and practices in public and private institutions.
http://www.ethics.org/

YouTube™:
Ethics in the Workplace!
A presentation on how companies can easily implement business ethics in workplace and still achieve their goals.
http://youtu.be/0mUxMppMTT28

United States Department of Labor
Soft Skills – Professionalism information.
http://youtu.be/7dPWVjQSad4