A Look at Workplace Ethics
What are ethics? They are a set of (often unspoken – and generally understood) moral principles relating to a specified group, field or form of conduct. A group of moral principles, standards of behavior or set of values regarding proper conduct in the workplace.

Ethics on the job often deal with a code of conduct or a set of principles for BOTH the employer and the employee. Ask for and offer some examples of workplace ethics from both the employer and the employee.
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

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

Ask the students to list some ethical issues that might come up at work.
What Do Professional Ethics Include?
A good work ethic is an attitude that combines hard work, good performance and dependable results.

How can your ethics help you develop strong relationships in a work environment?
Professional Manner

Professional manner includes being:
• on time
• polite
• respectful
• dependable

Professionals do not use profanity on the job and avoid gossip.

Can you think of any other descriptions for professional behavior?
United States Department of Labor
Soft Skills – Professionalism information.
http://youtu.be/7dPWVjQSad4
Do not let what happens at home or in your personal life affect your work life.

Is it a good idea to date someone that you work with? Why or why not?
Embezzlement occurs when a trusted employee takes either money or goods entrusted to them. They can be arrested, fined and/or sent to prison.

A 2010 report by TD Bank Financial Group estimated that employee theft played a role in the bankruptcy of one out of 10 failed small- to medium-sized businesses. A study of 23 large retail companies by loss-prevention consulting firm Jack L. Hayes International shows that 71,095 dishonest employees were apprehended in 2012, up 5.5 percent from 2011. In total, more than $50 million was recovered in those cases, up 7 percent from a year earlier. How would you feel if you were a business owner and this was occurring at your place of business?

Wasting resources can cost money and lead to environmental problems.
Ethics in the Workplace!
A presentation on how companies can easily implement business ethics in workplace and still achieve their goals.
http://youtu.be/0mUxMpMTT28
These are considered soft skills or transferable skills. These are skills which individuals must develop, refine, practice and reinforce. Why are they called transferable skills? They are called transferable skills because you can transfer them from one situation or career to another. Here is a list of additional transferable skills:

- Negotiating
- Tactfulness
- Patience with difficult people
- Setting priorities
- Completing projects on time
- Problem solving
- Management
- Leadership
- Accepting responsibility
- Decision making
- Cooperating

Can you think of skills you have that you can transfer to many different situations or careers?
Responsibility - employees show up for work on time and work diligently to become familiar with job duties and perform them correctly.

Flexibility - employees can adjust to changes without complaining.

Honesty - employees admit their mistakes and find out how to prevent making them again.

A reliable employee:

- Arrives at work on time
- Keeps personal matters separate from business matters
- Works a full shift
- Carries out a variety of assigned tasks without constant prompting
- Takes on extra work when necessary without complaint
- Gets enough rest to work effectively
- Maintains good personal, physical and mental health

Teamwork – employees work with a large team

Commitment - the quality that supports all your abilities and skills to build a strong work ethic.

Excellence – employees make the most of opportunities to improve their abilities and learn new skills.

How can joining a career and technical student organization help you build a good work ethic?
Workplace ethics serve as guiding principles that effective leaders use in setting professional tone and behavior.

Many establishments have created written codes of ethics, which are designed to remove the guesswork about what is acceptable and unacceptable behavior.

These codes of ethics may include employee treatment, wages, benefits, working conditions, behavior of employees and any other issues that may impact operations.
To determine whether a decision or action is based on sound workplace ethics, managers and employees should ask these questions.

Are all these valid questions to keep in mind as an employee? Why or why not?
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™:
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