Ethical Standards in Cosmetology

Cosmetology I
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What are Work Ethics?

What percentage of people are removed from their job because of a lack of work ethics? 80 percent of people!

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 in Cosmetology 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?
Professionalism includes being:
• dependable
• on time
• polite
• respectful

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.
Guidelines for Professional Ethics
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:

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

Can you think of skills you have that you can transfer to many different situations or careers?
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
- Provides skilled and competent services
- Takes on extra work when necessary without complaint
- Gets enough rest to work effectively
- Maintains good personal, physical and mental health

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

In order to maintain high standards, the code of ethics dictates that each member needs to be a professionally trained cosmetologist who has undergone sufficient training so that he or she can handle his or her customers with care, upholding hygiene and safety standards.

Respect and dignity – Treat each other well. Be a team player – employees work with a large team.

Honesty - Give accurate information to clients. Employees admit their mistakes and find out how to prevent making them again. You also need to be courteous and sincere.

Interest of clients – Your clients are the bread and butter of your job. Always treat your customers with respect and maintain their confidentiality. Never sharing your client’s personal information or matters with others – even with your family or close friends.
Presentation Notes
Ethical Standards in Cosmetology

Keep abreast of the latest information, techniques and skills by continuing your education in the field of cosmetology.

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 and 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.

Textbook:

Websites:
Cosmetology and Ethics
Code of ethics and responsibilities.
http://www.ehow.co.uk/about_6565776_cosmetology-ethics.html

Texas Department of Licensing and Regulations
This department is responsible for the regulation of 26 occupations and industries.
http://www.license.state.tx.us/index.htm
References and Resources

United States Environmental Protection Agency
Healthy Hair Care and the Environment.
http://www.epa.gov/region9/healthy-hair/salon.html

YouTube™:
Work Ethics Orientation
Southeastern Technical College Swainsboro Peggy Braswell Cosmetology Work Ethics Orientation.
http://youtu.be/4TxnHQUE0gc