



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?

The background of the slide features a close-up of two hands in business suits shaking hands, symbolizing agreement or partnership. Below the handshake, a silver and black pen lies diagonally across a white document. The overall image is in a soft, slightly desaturated tone.

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)

Personal Life

- 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

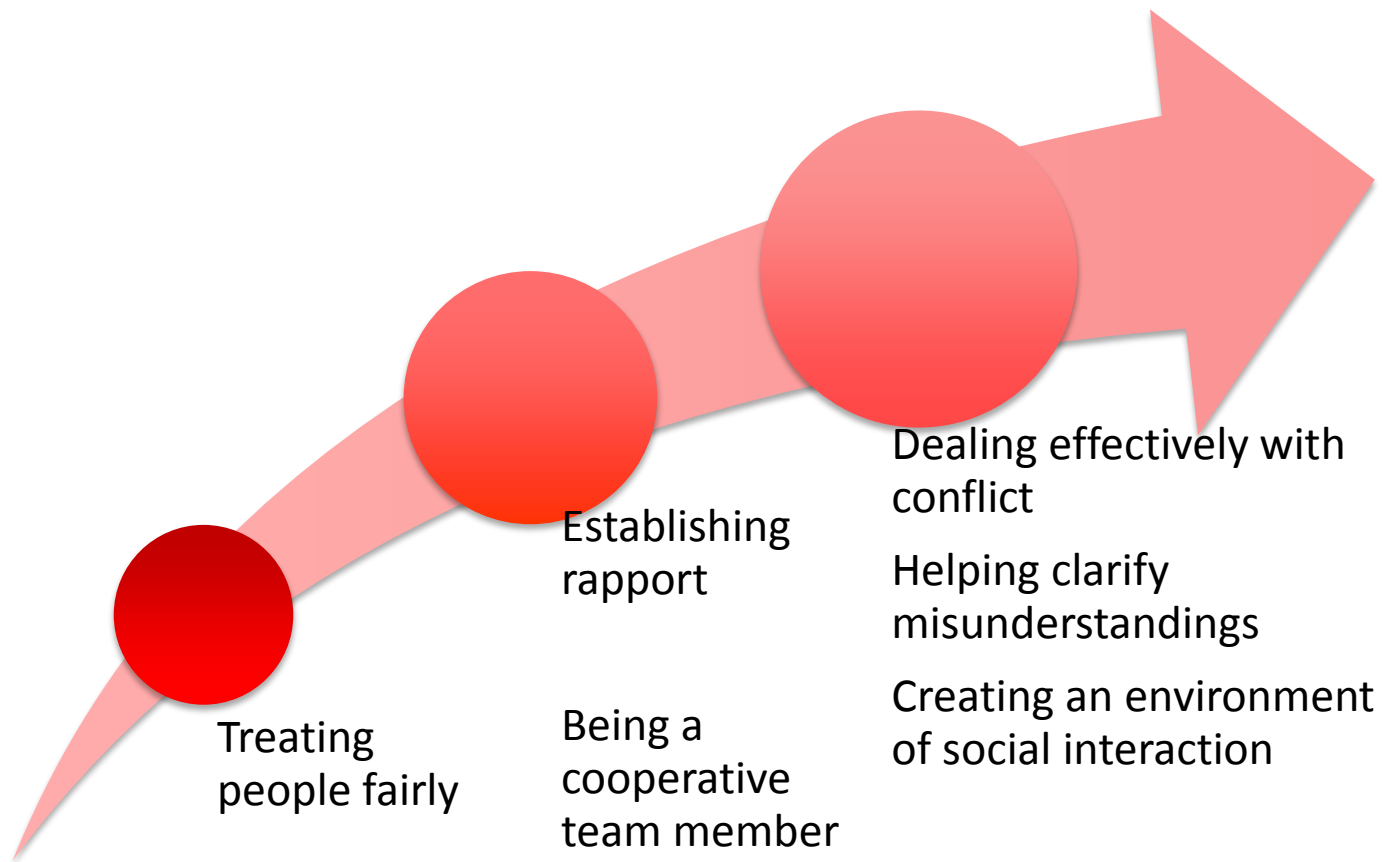
Work Ethics

Ethics in the Workplace!

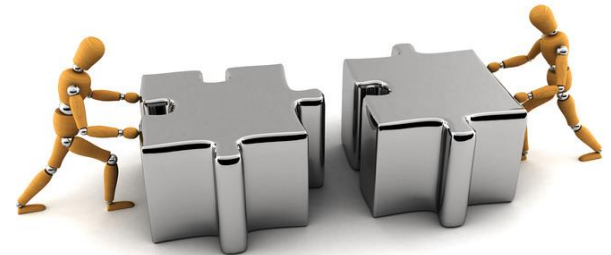
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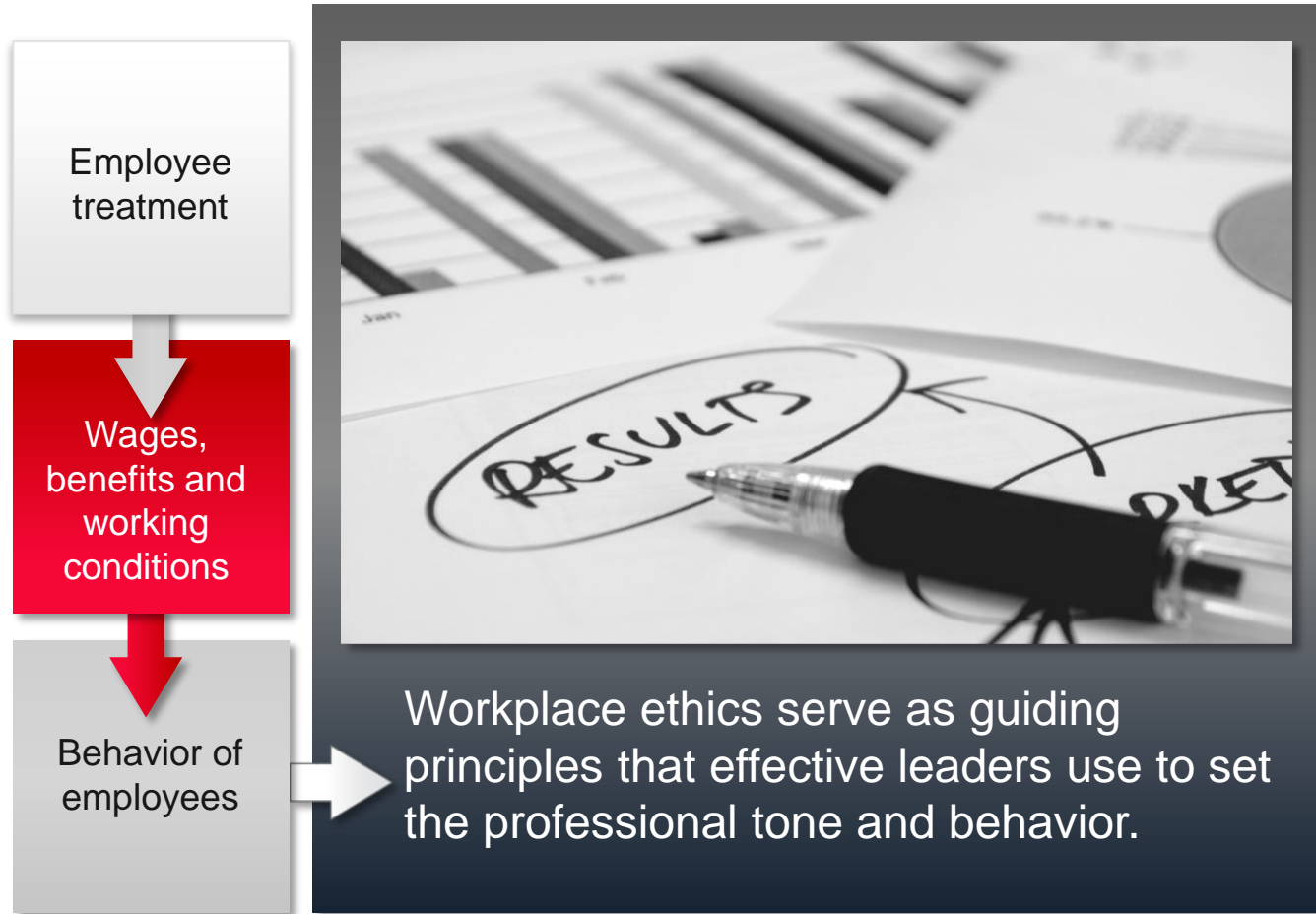
Human Relations Soft Skills/Transferable Skills



Work Ethic Qualities



Code of Ethics



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:

Parnell Frances Baynor. (2001). *Skills for personal and family living*. (pp. 195-206). Tinley Park: The Goodheart-Willcox Publishing Company.

Sasse Connie. (2004). *Families today*. (4th ed., pp. 285-304). New York: McGraw Hill Glencoe.

Websites:

Department of Labor
Essentials Skills to Getting a Job.

http://www.dol.gov/odep/documents/essential_job_skills.pdf

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/0mUxMpMTT28>

United States Department of Labor

Soft Skills – Professionalism information.

<http://youtu.be/7dPWVjQSad4>