

# Ethics in the Workplace Training:

A state requirement for all student  
employees.

When you stop making excuses and  
you work hard and go hard you will  
be very successful.

— DJ Khaled —

## What Does Work Ethic Mean?

Work ethics is known as a transferable or “soft” skill. It is an inherent attitude that an individual possesses and it allows him to make decisions and perform his duties with positive moral values that include elements like integrity, responsibility, high quality, discipline, humility and teamwork.



# Workplace Ethics:

## Objectives:

- ◇ Understand the importance of workplace ethics...How do they correspond to your personal life?
- ◇ Identify ethical and unethical scenarios
- ◇ Identify ethical quality's & characteristics

## Essential Question:

- ◇ Do you have the ability to make ethical decisions in the workplace?



Work ethics is an invisible employee behavior,  
noticeable by its absence.



Ethical Problems are inevitable in all levels of the work place.



Ethics is something that is learned and chosen throughout one's life.



Ethics is having the ability to make the right decision even under strenuous circumstances.

# How would you deal with this situation? How would you ethically solve this problem?



This is Monique she is a worker at a dining facility. She complains to you about a customer.

“What would you do?”

A customer comes into the dining facility on multiple occasions and demands a discount on his meals because he works in corporate headquarters.

# Ethical or Un Ethical?.....



This is Brandon he has finished all of his work for the day and he receives a call from his mom which he hasn't spoken with in a while.

“No one will notice if I take this personal call at work really quick.”

Ethics helps a lot in effective productivity as well as a great balance of responsibilities in your life whether personal & professional.



# Ethics in Your Professional and Personal Life



**Employees having strong ethics in personal and professional life need no explanation, unlike employees for whom work ethics is a growing problem.**

# Common Workplace Ethics

Time Management,  
Dependability & Punctuality

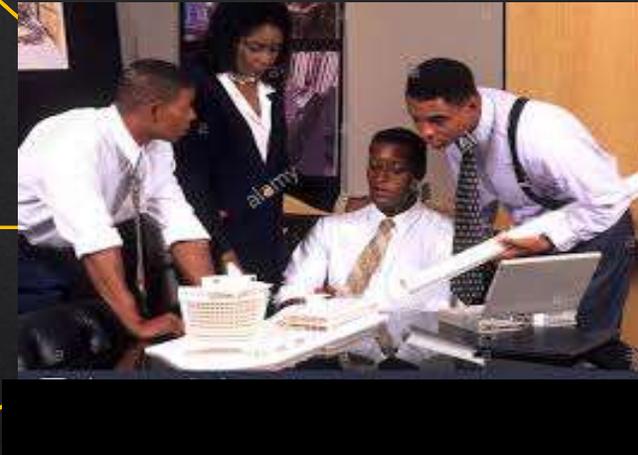
RESPONSIBILITY

Integrity  
&  
Loyalty

Teamwork

Positive Attitude

Professionalism



# Act in a Professional Manner

- ◆ Be on Time!
- ◆ Be Polite!
- ◆ Be Respectful!
- ◆ Be Dependable!
- ◆ Show Initiative!



# Initiative... What's that??

- ◆ Initiative is the ability to get a job done on your own, without someone constantly reminding you.
- ◆ People with initiative often come up with new ideas and ways to solve problems.
- ◆ Self motivated people often volunteer for the challenging assignments.

# Act in a Professional Manner

- ◆ Avoid gossip
- ◆ Do not use profanity
- ◆ Be trustworthy



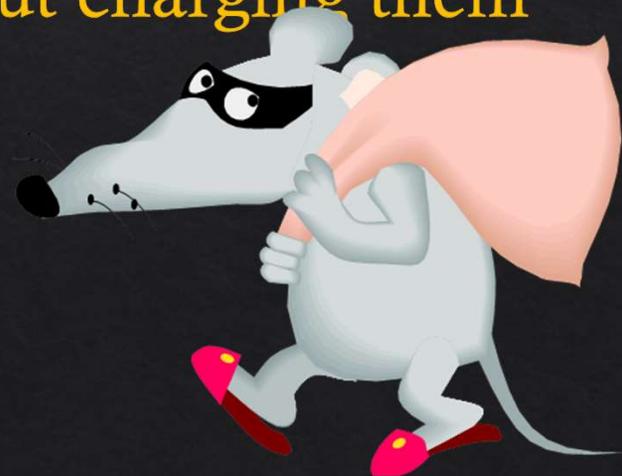
# Keep your Personal Life Private

- ❖ Avoid discussing personal problems at work
- ❖ Keep personal phone calls to a minimum make them on your break



# Do not Steal!

- ◆ Stealing is illegal and unethical at all times
- ◆ Taking office supplies or food from the storeroom is stealing
- ◆ Taking cash from the cash register is stealing
- ◆ Letting your friends eat without charging them is stealing



# Do Not Waste Resources!

- ❖ Wasting resources costs the company money and can lead to environmental problems.
- ❖ Encourage your employer to recycle if they aren't already!



## Things to remember....

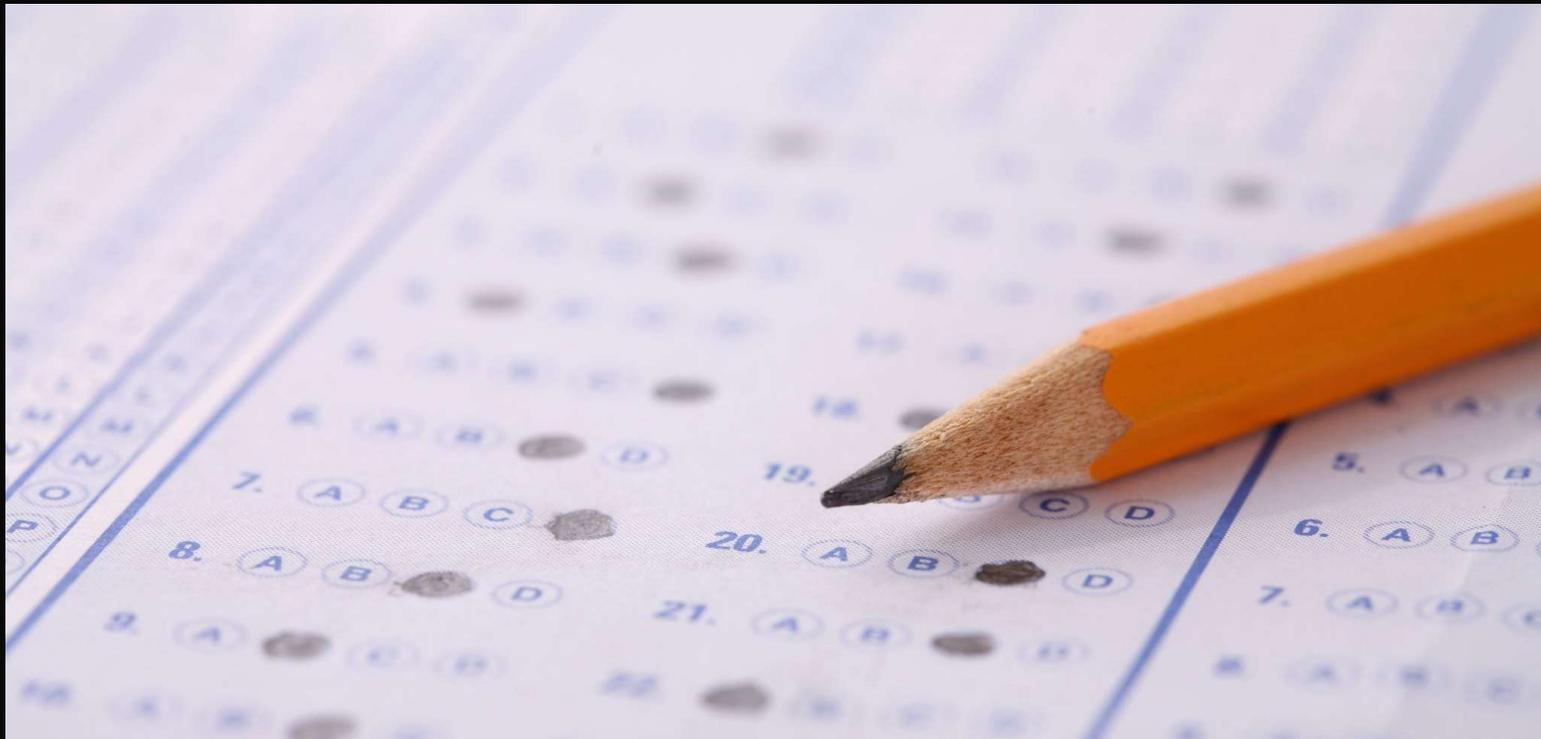
**Act in a Professional  
Manner**

**Keep Your Personal  
Life Private**

**Do Not Steal**

**Do not Waste  
Resources**





# Quiz

*You will now be directed to your quiz*

*Please ensure that your completion status is forwarded to your supervisor.*

11-04-12