Work Ethics

There is no substitute for hard work

~Thomas Edison

WHAT IS WORK ETHIC?

A standard of conduct and values for job performance.

TOP 10 WORK ETHICS

- Attendance
- Character
- Team Work
- Appearance
- Attitude
- Productivity
- Organizational Skills
- Communication
- Cooperation
- Respect

TRAITS OF A WINNING EMPLOYEE

- Limit Absences
  Be at work every day possible
  Plan your absences
  Don’t abuse leave time
- Be honest
  “Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation or product.”
  ~ Ed McMahon
- Be dependable
  Complete assigned tasks correctly and promptly
- Be loyal
  Speak positively about the company
➢ Be willing to learn
   Look to improve your skills

➢ Be a team player
   The ability to get along with others - including those you don’t necessarily like.

➢ Leadership abilities
   The ability to be led and/or to become the leader

➢ Be a contributing member
   The ability to carry your own weight and help others who are struggling.

➢ Accept compromise
   Recognize when to speak up with an idea and when to compromise by blend ideas together

➢ Dress Appropriately
   Dress for Success!
   Set your best foot forward

➢ Personal hygiene

➢ Good manners
   ➢ Hand shake
   ➢ Demeanor
   ➢ Eye contact

➢ Remember that the first impression of who you are can last a lifetime

➢ Have a good attitude
   Listen to suggestions
   Be positive

➢ Accept responsibility for ones work If you make a mistake, admit it.

➢ Do the work correctly
   Quality and timeliness are prized

➢ Get along with co-workers
   Cooperation is the key to productivity

➢ Help out whenever asked
   Do “extras” without being asked
➢ Take pride in your work
   Do things the best you know how.
➢ Make an effort to improve
   Learn ways to better yourself
➢ Time Management
   Utilize time and resources to get the most out of both
➢ Written Communications
   Being able to correctly write reports and memos.
➢ Verbal Communications
   Being able to communicate one on one or to a group
➢ Follow organization rules and policies
   Learn and follow expectations
➢ Appreciate privileges and don’t abuse them
   Privileges are favors and benefits
➢ Work hard
   Work to the best of your ability
➢ Carry out orders
   Do what’s asked the first time
➢ Show respect
   Accept and acknowledge an individual's talents and knowledge

WHY PEOPLE LOSE THEIR JOBS?
➢ They get laid off
   Job loss not their fault
➢ They get fired
   Job lost because of their actions

COMMON REASONS - WHY EMPLOYEES ARE FIRED?
➢ Being late or absent from work
   Shows lack of responsibility
   Can hinder productivity
- Being dishonest
  Trust, once lost, is hard to regain
- Being unreliable
  Dependability is an employee asset.
- Abusing drugs or alcohol
  Can create health/safety issues
- Bossing others around
  Giving orders is the boss’s job
- Not carrying your weight
  Not doing your part – relying on others to do your job for you.
- Dress Code
  This can be a safety issue as well as a disregard for rules.
  Remember that you are a representative of your company/organization how you dress and act can reflect on the company.
- Being rude and using abusive language
  Inappropriate behavior is inexcusable.
- Failing to do the task properly
  Costly errors hurt business
- Being lazy
  It’s a form of theft
- Being careless
  Can lead to accidents/profit loss
- Loosing Tools & Materials
- Failure to communicate (written and/or verbal)
  Unable to properly express ones thoughts and ideas.
  Unable to interpret instructions and directions.
  Unable to locate things
- Lack of Time Management
  Not meeting deadlines
Unprepared
Not ready for meetings or presentations.

Being troublemakers
Stirring up dissent among others
Causing arguments and problems
Not getting along with others co-workers, boss, and/or customers.

Failing to follow rules and policies.
Not following instructions
“Doing your own thing”

Being disrespectful
Argumentative and confrontational

Making fun of, harassing, or discriminating against others
This could also land in court!

Being dissatisfied all the time

Theft

Incompetence
Lack of ability to perform assigned tasks

POSITIVE ACTIONS TO TAKE IF YOU’RE FIRED

Correct your faults and move forward.

Don’t repeat your mistakes, learn from them.

Think positively about your next job.

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