

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 individuals 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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