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Lesson Proper for Week 10

WORK ETHICS (CONT.)

Positive Work Ethics

A work ethic of any kind not only includes how you feel about your place of employment or position but also how you perform the duties of your job. According to All About Philosophy's website, a work ethic includes your attitude, communication abilities, behavior toward coworkers, honesty and accountability. What sets a positive work ethic apart from a negative work ethic is the focus on confidence and encouraging interactions with coworkers. Your attitude toward your job and position in a positive work ethic is just that -- positive. You arrive at work with a smile on your face, focused on the task at hand and committed to performing your duties to the best of your ability.

Impact for Employers

Employers who emphasize a positive work ethic must be absolute in maintaining the environment for it to thrive according to the Global Ethics University. This means a business can allow no room for moral ambiguity, rationalization or ego in its positive work ethics model. Otherwise the strategy may fail. Just one rogue executive taking excessive privileges, such as private trips on a company plane, can ruin all the good will built by a positive work ethic.

Effects around the Office

Ethics spring from within and are difficult to teach in the traditional sense according to All About Philosophy's website. That doesn't mean a positive work ethic can't be contagious. An employee who accepts each job with equal tenacity and dedication forces co-workers to follow suit or risk being left behind. A worker who does all this with a smile on his face can help others to enjoy the job a little more, thereby increasing productivity and worker morale.

Five Characteristics of Having Good Work Ethics

When you have a good work ethic, you are dedicated to job that you deem valuable. You hold yourself to high standards of responsibility. You also keep yourself accountable for getting work done right and on time, and for making good business decisions that help people and companies succeed. Having a solid work ethic means you understand that productivity, organizational skills, being reliable and possessing good character are all attributes that successful people share.

Honest

Stealing personal property, sabotaging a coworker's client presentation, or taking someone's idea and making it your own are all ways that dishonesty creeps into the workplace. Employees with strong ethics refrain from lying or cheating to make others look bad in the hopes of making themselves appear smarter. Instead, they take responsibility for mistakes, own up to failures and keep the lines of communication open with everyone involved. Refrains From Gossip

Workplace gossip can be destructive. When employees gossip about their peers, bosses or even clients, it's considered deviant behavior. An employee with good workplace ethics refuses to engage in gossip or even listen it. This person will encourage others to mind their own business, or else address the person or situation head-on so that assumptions and badmouthing can stop. Doing so helps eliminate resentment among coworkers and helps keep morale up.

Values Diversity

People with a good work ethic understand the importance of a diverse workplace. When you value everybody's contributions -- regardless of ability, age, gender or race -- it allows for more creativity and better problem solving. Diversity in the workplace contributes to successful client interactions. Overall, employee morale is higher.

Respects Others

An employee with a strong work ethic is rarely late. You respect everyone's time, from coworkers to clients to interviewees. You're also polite, conscientious of people's feelings and considerate of workers in a shared workspace. In addition, someone with a strong work ethic uses time wisely so that deadlines are met. You'll keep personal phone conversations quiet and not disrupt others. Out of respect, you'll also hear and consider everyone's opinions.

Cooperative

Having a good work ethic means you cooperate with others. While work may not always be satisfying or enjoyable, you see the bigger picture and do what is necessary for the team and company. Instead of debating every issue and finding reasons why things can't get done, you use strong conflict resolution skills to solve problems and manage the workload.

Ethics in Public Service

Government employees collect taxes, expend public funds, control and allot natural resources and other revenue earning items and gather and process information for the purpose of decision making, enacting laws and public policies. They are also involved in delivery/implementation of - justice, public services such as education, health etc., government flagship programs, welfare measures and also involved in redress of public grievances. They deal with elections, day-to-day regulatory functions, law and order and many other unforeseen events too.

In a large country like India, with many of its citizens having poor living standards, government has an extremely important role, which is executed through a set-up of permanent civil services. Consequently, unethical conduct by such civil servants results in poor governance creating trust deficit between the government and its citizens, finally leading to anarchy over a period of time. Therefore, it is highly essential that serious efforts should be made by the government to ensure highest ethical conduct of civil servants in public and personal lives. In view of this need, it is proposed to develop a comprehensive and high quality module on 'Ethics in Public Governance' and deliver the same to all levels of government employees across the country.

Unethical conduct as displayed by some of the Public Servants

- Indulging in corruption in high places by colluding with politicians, contractors, corporate groups etc.
- Committing petty bribery
- Misuse of power for personal benefits
- Biased decisions to favor influential persons
- Pilferage of public funds from government schemes and projects
- Manipulation/withholding of information
- Deliberate delays in service delivery
- Non-application of mind, negligence and dereliction of duty
- Collusion with tax payers to cheat the public exchequer
- Intellectual dishonesty
- Not speaking truth/hiding truth to please bosses out of fear of reprisal
- Misuse of government facilities
- Nepotism
- Cover up of - Crime, Frauds and Financial irregularities
- Being a party to electoral malpractices etc.
- Abdication of responsibility and passing the buck

Expectations from the Public Servants in Governance

- Humanism and positive thinking in government servants

- To imbue purity in thought, speech and action
- Realizing the dignity of being a government servant
- Appreciating his/her placement in government as an opportunity to serve the society rather than a lucrative position to amass wealth
- Understanding the sanctity of Public Funds so that they utilize them without leakages thereby providing maximum benefit to the citizens
- Ability to satisfy himself/herself with the government salary and benefits and to imbue the philosophy of 'Simple living and high thinking'
- Display of 'Sense of justice and impartiality' during decision making
- Ability to stand up to truth despite adversity, fears and threats
- Develop self-confidence & faith in oneself and in one's ideas even if everyone condemns them as wrong
- Motivate them to be the change they want to see in the society
- Fresh thinking, renewed energy and rejuvenation to do something extra-ordinary and useful to the society
- Empathy for citizens, especially for vulnerable sections of society such as women, children, elderly and differently abled persons.
- Inculcate 'Rational thinking', 'Self-accountability' and 'Self Transparency' which are benchmarks of ethical conduct.
- Finally, to motivate the employees to adhere to higher ideals in life and to walk on the path of truth and righteousness, come what may, and become a role model for others in the society

Developing a Strong Work Ethic

If you put your all into your work, good things will come to you. No matter how tough life gets, if you put your all into your work, good things will come to you. Staying positive, refusing to procrastinate and maintaining your focus are all necessary ingredients to building a strong and rewarding work ethic. Other strategies to becoming a great worker are setting a goal of dependability, always meeting deadlines and stepping up to fill unmet needs.

Let's look closer at each of these methods to construct a sturdy work ethic:

1. Stay positive. You've probably heard the expression, "Attitude is everything". That's definitely true when you're working on creating a resilient work ethic. Your work improves when you approach it with a positive attitude.

No matter what, staying positive about your tasks will help you become a rock star at work. You'll not only stand out to your supervisor, but your colleagues will notice, too.

2. Refuse to procrastinate. Although you may be tempted to put off doing certain tasks or projects, make "Do it right now" your mantra. You'll find that often jobs are quickly and easily done in less time than you would have spent obsessing about the task.

3. Keep your focus. When your plans are clear, you'll get more work done in less time. Put a sticky note on your calendar and computer. Organize your desk the day before you plan to start that huge project. Start focused and stay focused. You'll work like a machine when you devote your attention on the subject at hand.
4. Set a goal of dependability. When you go the extra mile to complete your work, people will learn to trust that when you're given a job, you'll do it. Endeavor to be known as the one whom your boss and co-workers can always depend on to get the job done.
5. Always meet deadlines. This point is crucial to developing a strong work ethic. Do whatever you have to do to meet a deadline. Of course, the best way to ensure you consistently meet deadlines is to negotiate in advance of taking on the task, so you have a bit of a say in the schedule.

In the event your supervisor assigns you a project that must be done by a certain date in the near future, clarify right away with your boss what he sees as your priorities. This way, you've gained permission to alter the due dates on some of your other tasks to take on the urgent project.

If you communicate right away any concerns you have about deadlines, you're in a position to negotiate some of them. The bottom line is you'll ultimately be meeting deadlines approved by your supervisor.

6. Step up to fill unmet needs. Volunteering to take on gaps in labor will make every supervisor you work for the happiest person in the world.

You might even discover a special talent you possess when you volunteer to take on a job. Consider it another line on your resume when you agree to write the department manual or perform some other task. Learn to step forward to fill unmet needs.

When you follow these suggestions, you'll develop great confidence in your work. Plus, you'll discover that you built something durable for your future: a strong work ethic that will bring you pride, joy and wealth for years to come.

Developing a Good Work Ethic Requires Real Work

Some people seem content to work just hard enough to complete the task at hand. These people are displaying what can be called a poor work ethic. Other people work hard to complete their appointed rounds, but they are not really concerned with the quality of their work. These people are displaying a mediocre work ethic. There are people, however, who work diligently throughout the entire process of a job or task, and they always do a very good job no matter how much time and effort they must expend. These people are showing everybody around them that they possess a positive or solid work ethic. In this highly competitive world, whether people are looking for jobs, completing degree programs at colleges or universities, or simply acting as solid citizens, they should show the world that it is both ethical and necessary to work very hard at each and every task that arises.

As early as elementary school or even kindergarten, young students should be taught that sticking with a task until it is done well is quite important. Teachers in elementary school should model actions and behaviors that illustrate a positive work ethic. Youngsters should realize that any task worth beginning is well worth completing by doing the best job possible. A good example can be seen in the most rudimentary activity a young student performs in elementary school—coloring. When students are instructed to color a certain page in a coloring book or on an activity sheet, they should be instructed to take their time to do the best job they can. The teacher should model for the students a process through which the youngsters can color the picture little by little, taking their time to use correct colors staying inside the lines as much as possible. Students who are in a hurry to complete the task in a haphazard fashion should be urged to slow down in

order to focus on doing a quality job. Even this seemingly simplistic task can teach students the valuable lesson of working hard at all times and producing the best final product possible. The sooner people learn this lesson, the easier it will be for them to acquire a positive work ethic.

By the time students get to high school or college, their work ethic has already been established, and it will be put to the test through the various final products they will be asked to complete. Students with a positive work ethic will succeed much more readily than students with a mediocre or poor work ethic. At this level the work becomes more in depth and more difficult. Students are left to their own devices much more often, and the ability to work independently is a necessity. Therefore, exhibiting a positive work ethic is actually expected of these students from freshman year to senior year, in high school, college, or at the university. The perfect example of the necessity of a positive work ethic can be seen in the assignment of a research paper in just about any class. Usually students are instructed how to begin the paper and where to find valuable sources, but until the paper is due in the weeks or months to come, they are left on their own. Students who do not possess the drive and perseverance to complete the paper on their own will most assuredly do a poor job, thus receiving a poor grade. This goes to show that a good work ethic consists of more than just hard, consistent work. Time management, intuitive thinking, foresight, and, of course, diligence all make up a solid work ethic. Successful students typically receive high grades, and the grades are the direct result of a positive work ethic.

Successful employees in all walks of professional life also need to bring a positive work ethic to the workplace. Competition for jobs in contemporary society is intense; employers are thus able to scrutinize their prospective employees quite carefully. Naturally, an employer is looking to hire somebody who is willing to tackle any task and complete it to the best of his ability in the most expeditious way. In other words the employer is looking for an employee who possesses a solid work ethic and is proud to show everybody that he relishes the thought of working hard.

If two employees are vying for the same position within a company, their supervisor will most likely give them both a similar project to complete. The employee who does the best job on the project within the allotted time will receive the promotion. If both employees complete the task within the allotted time, the employee who has done the best work will receive the promotion. More often than not, the best work is a direct result of the best work ethic. There is no substitute for hard work on the jobsite; employers love to see the results of a positive work ethic.

On the job, in college or at a university, in high school, or in primary school, people must work hard to succeed. Nobody sets out to fail, but succeeding is not as simple as merely beginning a task. The late President Richard Nixon once said, "People do not plan to fail; they fail to plan." He was alluding to work ethic. People generally try hard to succeed, but if they do not bring their plans for success to fruition, they will most assuredly fail. Planning every step of a process on the way to success is an important part of a positive work ethic. Some people might think that working hard comes naturally, and perhaps for some this is true.

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