

Lesson Proper for Week 9

WORK ETHICS

What Does Work Ethic Mean?

Work ethic is a value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. An example would be the Protestant work ethic. A work ethic may include being reliable, having initiative, or pursuing new skills. Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility and ultimately promotion. Workers who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility. Work ethic is basically the belief that work is a good moral. It's also refers to a sets of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

Work ethic is an attitude of determination and dedication toward one's job. Those with a strong work ethic place a high value on their professional success. They exhibit moral principles that make them outstanding employees in any position. If you have a strong work ethic, you believe in the importance of your job and typically feel that hard work is essential to maintaining a strong character.

Examples of Work Ethic Skills

Employees with a strong work ethic exhibit a particular set of values and behaviors. These characteristics make them stand out as highly coveted team members and praise-worthy employees.

- Reliability
- Dedication
- Discipline
- Productivity
- Cooperation
- Integrity
- Responsibility
- Professionalism

Reliability

Employees with a strong work ethic are very reliable. You can expect these individuals to be on time for shifts and meetings. They meet their deadlines and offer quality work. A reliable coworker makes an excellent teammate because they contribute fairly to projects.

Dedication

Part of a good work ethic is commitment and dedication to the job. They know how to focus on tasks without being distracted. These employees usually work until they finish their duties. They stay with one company for long periods of time.

Discipline

Discipline is an essential part of showing a good work ethic. Highly disciplined employees show determination and commitment to the job. They strive to meet or exceed expectations and seek opportunities to learn new skills and improve their performance.

Productivity

A strong work ethic translates to outstanding productivity. Productive employees often have a higher output than their counterparts. They complete projects early and do more than the minimum requirements.

Cooperation

A good work ethic is something that employees often spread to those around them by cooperating willingly on projects. They show good teamwork and readily assist others when needed.

Integrity

Professional integrity means holding oneself to high moral principles. Those with a strong work ethic also have outstanding integrity. They're honest, polite and fair to others.

Responsibility

Demonstrating strong work ethic requires a keen sense of responsibility. Those who are ethical and responsible hold themselves accountable for their actions. They will accept the blame for errors they've contributed to and proactively work to fix these issues.

Professionalism

Employees with a good work ethic almost always maintain their professionalism. They exhibit a professional attitude clear in the way they dress, speak and carry themselves. They're respectful, focused, organized and neat.

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site;
- Reporting for the internship on-time;
- Using appropriate written and oral expression in all interactions with university personnel, managers, supervisors, employees, the public and clients;
- Participating in any orientation or testing required by the internship site.
- Observing all established safety and sanitation codes;
- Engaging in positive, good, legal behavior;
- Accepting responsibility and accountability for decisions and actions taken while at the internship site;
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person.

Why Work Ethics is Important?

Workplace ethics are important because they keep all members of an organization accountable for their actions. Maintaining a strong, ethical code creates a sense of security through boundaries for [employees](#). It also enables management to make decisions that benefit the company as a whole while meeting consumer and employee needs.

By creating boundaries for employees at all levels, workplace ethics help employees feel valued. In a workplace with no ethical standards, an employee might feel like she cannot speak to a supervisor about her sexual harassment experience, or as if she has no guidance on how to manage interactions with a difficult customer. Just as in romantic and family relationships, ethics serve to create healthy relationships between colleagues.

Workplace ethics matter outside the workplace, too. In today's online world, every company is under close public scrutiny. Maintaining ethical standards helps companies maintain strong [relationships](#) with consumers by setting precedents in their industries that command respect.

In many industries, workplace ethics are derived from laws and industry regulations. In the United States, employers are required to comply with the safety laws enforced by the Occupational Safety and Health Administration and anti-discrimination laws enforced by the Equal Employment Opportunity Commission. The protections these laws offer to employees can be used as a springboard to create workplace ethics, such as:

- anti-discrimination policies
- anti-harassment policies
- policies for interactions with clients
- safety policies

How to Improve Work Ethic Skills

You can exhibit notable work ethic skills by acting professionally and dedicating yourself to the job. Try these tips to demonstrate your work ethic:

1. Act as an ambassador of the company

Maintain a positive attitude toward the company in both professional and personal interactions. Seek ways to further the business even if they're outside the scope of your job. For example, a finance professional may pass a potential lead along to a sales representative.

2. Prioritize your professional responsibilities

Maintain good attendance, return promptly from lunch and arrive for meetings early. Strive to make personal appointments that don't interfere with your work schedule and only take personal calls on your cell phone when you're at lunch.

3. Seek professional development

Independently seek ways to improve your work performance, such as taking night classes, attending weekend seminars or reading industry publications.

4. Review your work

Submit thorough work that you have double-checked for quality and consistency. Manage your time properly so you can deliver projects early and give each task the time and attention it requires.

5. Show respect to others

Speak politely to and about others in the workplace. Keep your interactions professional to show your respect for others.

Ways to Highlight Work Ethic Skills

Showing the qualities of a good work ethic can help you improve your performance in any career. Employers look for the values associated with a strong work ethic when they're hiring or promoting employees. Employees can gain hard skills through training and education, but the soft skills associated with work ethic are more difficult to impart, so hiring managers typically look for individuals who already exhibit these qualities. Use the following tips to highlight your work ethic to prospective employers.

Work Ethic Skills for Your Resume

A strong work ethic is difficult to convey on a resume but you can emphasize some values associated with it as you describe your responsibilities in previous jobs. Highlight any instances where a previous client or employer selected you for a prestigious project or challenging task. This shows you're trustworthy and reliable. Detail any instances where you worked overtime to meet a deadline or handle an important issue. List awards and other recognition that you have received as these show your commitment to the job.

Work Ethic Skills for Your Cover Letter

Your cover letter gives you some flexibility to discuss your work ethic in more detail. Mention skills associated with a strong work ethic, such as your dependability and discipline. Mention that you're seeking a job that will challenge you and provide room for growth. This lets your prospective employer know that you want to work hard to do an outstanding job.

Work ethic skills for the job interview

The interview is the best place to show your work ethic. You can exhibit the essential values associated with a good work ethic throughout the interview process by:

- Arriving promptly before the interview
- Dressing professionally
- Giving a firm handshake and making eye contact
- Speaking respectfully to your interviewer
- Responding honestly to difficult questions, such as why you're leaving your current job
- Providing examples of your integrity, such as an instance where you made a mistake but admitted to it and took steps to remedy the error
- Mentioning your willingness to work long hours to get the job done