

# WORK ETHICS



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# KNOW WHAT IS WORK ETHICS

♦ Work ethics is a collection of social values and good behaviour, which a society or an organization expects and adopts. Maintaining good work ethics is an important part of being successful in your career

♦ Positive work ethics is the set of all values and actions that people feel are appropriate in the work place. An ethically positive, healthy work culture enhances morale among the employees.

“Talent is a gift, but your attitude, work ethics, and character are things you have to develop yourself.”



# Importance of Work Ethics

- ◆ It ensures positive ambience.
  - ◆ It enables a happy and satisfied work experience.
  - ◆ Strengthens the bond among employees and with the superiors.
- It improves your performance.
- It facilitates your career growth.

# Teamwork

Team work – this is the most important skill that determines the career growth of a person.

- ❖ Facilitates cooperation by means of building good rapport and ensures commitment.
- ❖ Encourages group identity rather than an individual identity
- ❖ Team work gives scope for multiple perspectives and thereby enables good problem-solving platforms.
- ❖ Above all, it channelizes and speeds up productivity, that is the ultimate aim of a company.





# Cooperation

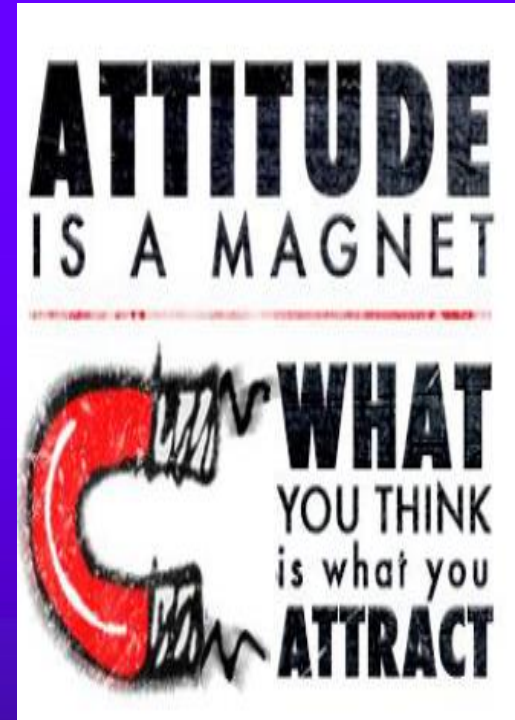
- ◆ Expresses the willingness to assist others, and listen to other's opinions
- ◆ Appropriately handles criticism, conflicts, and complaints
- ◆ Demonstrates concern for treating people fairly and equitably
- ◆ Maintains appropriate relationships with superiors and peers
- ◆ Works to resolve conflicts and to identify solutions in which all parties benefit.



# Positive Attitude

A person with a positive attitude,

- ✓ Displays a willingness to cooperate and accepts constructive criticism
- ✓ Sets realistic expectations
- ✓ Looks at the abilities of others
- ✓ Rules out negativity in others too
- ✓ Right Attitude determines the success of one's career.



# Productivity

- The ultimate aim of a company is to grow and an employee with good productive ability is always welcome. Such a candidate-
- follows directions and procedures
- observes established policies on safety
- maintains equipment and supplies
- Includes time management as it stays on task and utilizes time constructively.
- makes sensible use of the resources.



# Organizational skills



- It refers to the worker's ability to stay focused to get the desired output.
- It stresses the importance of prioritizing tasks according to the need of the hour and manage time and stress effectively.
- Demonstrates flexibility in adapting to changes.
- It rises to the occasion in times of crisis and does not simply watch the situation uninvolved.
- It also includes interpersonal communication carried out smoothly among the peers and also with the officials in the hierarchy.



# Other traits...

- ❖ Initiative – it denotes the willingness to volunteer in the activities for the growth of the employees and the company
- ❖ Honesty
- ❖ Self-discipline
- ❖ Trustworthiness
- ❖ Self responsibility – all these four traits make an employee a man of integrity who can be trusted, who needs no external monitoring and who will be concerned with the overall well-being of his peers and the company at large.



**WRONG**  
is **WRONG**,  
even if *everyone*  
is doing it.

**RIGHT**  
is **RIGHT**,  
even if *no one*  
is doing it.



**UNLOCKED THE SECRETS**

