

# Work Ethic



# HELLO!

**I am Hiba**

I am here to talk about Work Ethic.



# Work Ethic

Work ethic is a **set of moral principles and values** which guide an employee's performance at work.



# Work Ethic

Work ethic determines **what is good** and **what is the right** moral choice in job-related situations.



# Work Ethic

Work ethic is used as a guide for employees' **attitudes** towards work and **behavior** on the job.



# ► Attitudes and Behaviors





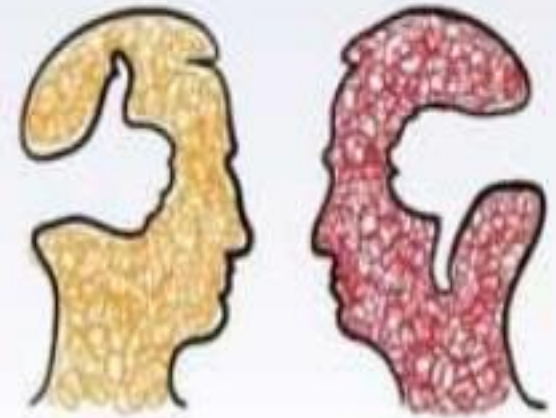
# ► What is Attitude?

- **An attitude is a psychological state of mind.** It is the way a person thinks about situations, and it ultimately determines a person's behavior.

In the workplace, employees can have either a positive or negative attitude about specific work tasks, products or services, co-workers or management, or the company as a whole.



# Negative and Positive Attitudes



- ▶ **Negative attitudes** result in apathy to daily tasks. Employees are easily agitated by minor problems. Tasks are completed at substandard levels
- ▶ **Positive attitudes** among employees make workdays more enjoyable. Tasks are performed to a higher standard and without complaint.



# ► Positive Attitudes



- Respect for Others
- Infectious Enthusiasm About Life
- Commitment to the Job
- Innovative Ideas and Finding New Ways
- Helpfulness with Others

# ► What is Behavior?

- Behavior is defined by the actions of a person based on specific situation. At work, employee behavior is triggered by actions such as greeting customers, talking to co-workers and interacting with management.



# ► Positive Behavior



- Job-specific competence
- Personal effort
- Personal discipline
- Communication
- Teamwork
- Management
- Leadership

## ► Strong Work Ethic

- employees with a strong work ethic are those who are **motivated and work hard and smart.**





# Strong Work Ethic

- ▶ Many expert studies have shown that a strong work ethic results in excellent work performance.
- ▶ Companies whose employees show strong work ethic excel in their work performance have a significant advantage in the market.
- ▶ In short, you should be looking for a top performer who is basically motivated to deliver high quality work consistently, on a daily basis.





1

# Hard Work

Employees with a strong work ethic are hard working; they often go an extra mile to excel at the task.



2

## Dedication

Employees with a strong work ethic are dedicated to their job and often goes above and beyond what was required initially.



3

## High productivity

Employees with a strong work ethic tend to be more productive and efficient with their time.



4

## Reliability

Employees with a strong work ethic are reliable; you can rely on them to get the work done.



5

## Punctuality

Employees with a strong work ethic always respect deadlines and finish all their tasks on time.





6

# Responsibility

Employees with a strong work ethic adhere to workplace policies and rules and take responsibility for their behavior.



## 7

# Teamwork

As an employee, you are part of an organization. You are simply one part of a whole, which means you have to work with other people. If you are unable to do so, this will put your work ethic into question.



# The Effects of Technology on Work Ethics



# ► Monitoring Employee Communications

Checking emails, internet use and telephone use. When monitoring email use content, destination and numbers of emails are usually checked. For internet use, websites visited and browser history is usually examined.





# ► Working From Anywhere

Just because technology allows an employer to access her employees and request work at all times of the day, doesn't mean that it's the ethical thing to do.





# ► Using Company Equipment

An employee in possession of company equipment, including a cell phone or personal computer, may treat the equipment as his own personal property because of the mental ownership he develops



# ► Social Networking Websites

Social networking websites can become technological battlegrounds between employees and management personnel.





# Improve Work Ethic Skills



1. Put the company first
2. Manage your time wisely
3. Be honest
4. Maintain a balanced and consistent performance in performing your work
  - Do quality work
  - Be organized
5. Always show respect
6. Follow the rules
7. Work with others
8. Stay fit and healthy



# THANKS!

Any questions?

