

Certificate of Completion

has completed the following essential work ethics topics that are required for success in a career:



☒ **Series I**

- ☐ Honesty
- ☐ Responsibility
- ☐ Excuses
- ☐ Punctuality
- ☐ Personal Matters
- ☐ Intimidation
- ☐ Reliability
- ☐ Work Ethic
- ☐ Attitude
- ☐ Listening
- ☐ Work Pride
- ☐ Promotions
- ☐ Cooperation
- ☐ Lying
- ☐ Confidentiality
- ☐ Disrespect

☒ **Series II**

- ☐ Quitting a Job
- ☐ Adaptability
- ☐ Quality Work
- ☐ Work/Life Balance
- ☐ Theft
- ☐ Gossip
- ☐ Employee Discount
- ☐ Taking Credit
- ☐ Integrity
- ☐ Defensiveness
- ☐ Customer Treatment
- ☐ Complaining
- ☐ Commitment
- ☐ Workplace Violence
- ☐ Sexual Harassment
- ☐ Profanity

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