



# WORKPLACE ETHICS AND CHARACTER

Midterm – Introduction to Business and Technology

## Overview

- Employers constantly remind us they are looking for employees that possess very important employability skills and/or work ethics
- This midterm choice is an overview of general workplace ethics and character traits desired by employers
- These lessons will allow you to think about how you will conduct yourself in a workplace environment

## Essential Question

- What traits do employers value in employees?

## Employability Skills Desired by Employers

- Reading
- Writing
- Math
- Thinking
- Technical
- Management
- Interpersonal
- Character/Work Ethic

## Work Ethic/Character Traits

- Loyalty
- Honesty
- Trustworthiness
- Dependability
- Reliability
- Initiative
- Self-Discipline

## Loyalty

- If you are a loyal employee, you believe in the company and products or services it offers
- You are devoted to doing your very best to uphold the company image
- You would not do anything to criticize the company or its products and/or services

## Honesty

- An honest employee devotes all of his/her work time to work related tasks
- The honest employee would not do personal business on company time
- The employee would not take supplies from the office or use office materials for personal reasons

## Trustworthiness

- Every employee should keep his and her promises to the employer. If you say you will do a job, then it is your responsibility to follow through and get the job done.
- Businesses and employees must also keep promise to their customers in order for customers to hold the reputation of the company in high regard

## Dependability and Reliability

- Show up on time
- Complete work related tasks on time without delay
- Attend work regularly

## Initiative

- Begin work without being prompted by a boss or supervisor
- If you complete one work-related task, begin another without being asked
- Always look for ways to improve the company and its image

## Self-Discipline

- Know the job description and follow it
- Get company training related to policies and procedures
- After the training, follow these policies and procedures
- Communicate with your employer if you have questions regarding company policies

## Quiz

- [Take the Quiz](#)

## Assignment

- Using the Workplace ethic/character traits presented in this module, create a PPT, animation, video, etc. how a good employee might react to a given situation in the workplace. Then, create how a bad employee might react to the same situation. Make your PPT, animation, video, etc. entertaining while also covering the traits presented. Submit the assignment to Google Classroom when complete.
- If you want to do something other than a PPT, animation, video, etc. please get approval from your instructor.
- See next slide for situations. Choose ONE situation. Be sure to include the situation letter (A, B, or C) somewhere in your final product.

## Situation A

- You were very excited when your best friend got you a job at the Fifth Quarter, a store that sells used sports equipment. You really like the job; however, your friend is constantly joking and playing. You both have received warnings from the boss.

## Situation B

- As a student in the work/study program at your high school, you attend classes in the morning and work in the office of a building supply company in the afternoon. Your co-workers have children. Your supervisor frequently asks you to stay late and perform extra duties because the other employees have to drive car pool or to attend after-school activities with their children. Sometimes your supervisor makes statements such as "Would you mind working overtime this afternoon? After all, you don't have children."

## Situation C

- You are in charge of filing insurance claims for a group of doctors. Your boss has agreed to allow you and another employee in the insurance department to work flexible hours as long as each of you works forty hours per week. Your co-worker frequently works after business hours when the office is closed. Because there are no interruptions after hours, he/she is able to file a large number of claims. You are attending college in the evenings and must work at the office during regular business hours. Although the option is available, you really do not want to work on weekends. Recently, you overheard your co-worker tell several of the doctors that he/she is doing more than her share of the work.