



PUNCTUALITY AND ATTENDANCE

A work ethic of being consistently punctual and attendant is always to be desired. Punctuality communicates to your employer and work colleagues that you are dedicated to the job, interested in the work, reliable, and responsible. In general it projects a sense of professionalism and commitment.

This is a very important attitude that allows you to do maximum work in minimum amount of time, thus increasing profitability to the business and self. It also allows us to work more at ease. Lateness causes stress which further leads to poor work performance. Other workers will become resentful of your consistent lateness especially if your action affects their work performance. This can cause conflict in the workplace and you do not want to be party to this.

APPEARANCE

An organisation has its goals and institutes policies that it deems important in achieving them. You may not see the importance of appearance, but there is certainly value in it. Like all other codes, appearance communicates your level of professionalism. It can greatly affect the way your work colleagues, your employer and how the organization's clients view you. As an employee you are required to conform to a dress code.

Find out what your dress code requires. What type of clothes, fashion or style should you wear? If you are required to wear uniform, you must adhere to the rules. Pay attention to colours; a professional work environment demands colours.

What about grooming? Coming to work looking as if you have just rolled out of bed will not endear you to your supervisor, co-workers nor clients. Uncombed hair, crumpled and dirty clothes, shoes that have not been cleaned, clothes that fit too loosely or too tightly, and untucked shirts are signs that you do not respect the job you are in.

In addition, you need to be aware of your personal hygiene. Proper brushing of teeth, bathing, and cleaning and trimming fingernails must be a part of your daily routine in preparing for work.

INTERPERSONAL SKILLS

Your ability to communicate and interact with other people in the workplace is a big contributor to building good workplace relationships. Employers want persons with strong interpersonal skills to work in teams and achieve goals. People who work on building strong interpersonal relationships are usually more successful in their work and personal life. You contribute to a harmonious work environment.

TAKE ANOTHER LOOK AT YOUR WORK BEHAVIOR

Organisations are in their rights to establish guidelines for professional behavior. They know how behavior can impact achieving goals and create a harmonious work environment. They know how this can impact their bottom line. All employees are therefore required to display good work ethics.

Strong Employability Skills

+

Good Work Ethics = Job security

(better chance for more secure and longer term employment)



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MARKET YOUR EMPLOYABILITY SKILLS

MAKING YOUR WORK ETHICS STAND OUT!

How valuable do you think you are to the company you work for? How valuable do you think you can be to an organization? Well, in order to offer yourself as that strong contributor to the workplace, you must have good work ethics - a set of moral principles that employees practice for a healthy, effective, and successful workplace.

Truth is, if you work at a company and your supervisor or colleague tells you that your work behaviour is poor, it is time for you to review your work ethics, shape up, and make a right commitment to the organization.



EMPLOYABILITY SKILLS: WORK ETHICS

Your work is just one aspect of your entire life and like the others, you must pay keen attention to it. Your work life requires that you have specific skills to be successful in getting a job, keeping it and being effective in it. These are **employability skills**. When you have these skills:

- You know how to get along with colleagues to ensure healthy workplace relationships.
- You are able to make critical decisions for good outcomes.
- You are able to solve problems by yourself or with others to complete the job.
- You know how to cooperate with supervisors and show respect.
- You are able to represent the organisation.

WORK ETHICS

Ethics is one of the critical employability skills needed to excel at the workplace. Ethics is the rules or standards governing the conduct of a person or the members of a profession. Ethics has to do with your personal character and integrity. It is what you do when nobody is watching?

UNETHICAL BEHAVIORS

Here are just a few examples of unethical behaviours that occur in the workplace.

- Being deliberately deceptive. Some workers take credit for work done by others. People call in sick when all they want is to go places with friends, or go to the beach.
- They sabotage the work of others and misuse and waste company resources such as making calls on company telephone, copying and printing using resources for the business.
- They are dishonest in what they do. They do things like reporting false information about number of hours worked; take money by dishonest means; copy software that does not belong to them. People take things from their employers every day without thinking about the cost. It is said that employees account for 30% of all shortages.
- Taking bribes to grant special favours to certain companies and people at the cost of ones own organisation is a common occurrence today.
- Not to mention attendance and punctuality. The lunch time runs from 1:00pm to 2:00pm. Yet the employee consistently returns 15 minutes later.

HOW IS YOUR WORK ETHIC?

Organisations have put in place codes of ethics or a set of guidelines based on their core values and standards to guide professional behavior. These are put in place to discourage improper conduct and promote professional behavior in the workplace.

Certain factors come together to create a strong work ethics. **These include:**

INTEGRITY:

If you are a worker with integrity you are honest and co-workers and supervisor can trust you to do the right thing at all times. Co-workers will value your ability to give honest feedback. Clients trust the employee's advice. Supervisors rely on the employee's high moral standards, trusting him not to steal from the company.



Work when you are supposed to and save socializing, snacking, searching the Internet.

RESPONSIBILITY:

A strong sense of responsibility determines how an employee works. When the employee feels personally responsible for his or her job performance, he or she will show up on time, puts in the best effort and completes projects satisfactorily.



The responsible worker has a personal commitment to complete tasks and get results.

DISCIPLINE:

Are you a disciplined worker? As an employee you seek to develop self discipline by doing what you know should be done and not what you want to do. Employees who are disciplined focus on the goal and commit to complete tasks satisfactorily. They are highly dedicated to the success of the company, always ensuring that they do their part.

HERE'S HOW YOU WILL BENEFIT:

- It is more likely you will achieve your goals
- Your self-esteem grows
- You will earn the respect of your employer and co-workers
- You will be an influence on others.
- You will definitely achieve greater success.

DEPENDABILITY:

A dependable employee not only attends work on time every day, but also consistently completes assignments in a timely manner without complaining, and ensuring it is free from errors. You should be able to protect confidential information from unauthorized access. Co-workers and supervisors love to work with dependable persons because it gets the job done and goals are easier to achieve. If you are dependable you will certainly secure your position in the organisation.



"Employees must be able to keep things confidential."