

WORK ETHICS



WALLET

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1. Work Ethics

What Does Work Ethic Mean?

Work ethic is a value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. An example would be the Protestant work ethic. A work ethic may include being reliable, having initiative, or pursuing new skills.

Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility and ultimately promotion. Workers who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

Work ethic is basically the belief that work is a good moral. Its also refers to a sets of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

The Importance of a Good Work Ethic

Work Ethics For Successful Careers

Today's business environment is not only fast-paced, but also highly competitive. In order to keep pace and stay ahead, possession of several key work ethics is a plus for achieving a successful career. Holding key traits such as attendance, character, teamwork, appearance, and attitude add value to both you as a person and Kawallet or any company you work with. Successful careers come in many flavors, but work ethics are a main ingredient in most recipes for success.

Whether one is a student or an employee, attendance is mandatory to ensure success in your personal life. Attendance in the classroom is critical for learning new skills and techniques. Having this knowledge opens doors and presents opportunities for career minded people. As one enters the workplace, attendance is necessary to meet the timely obligations of this fast-paced environment. Whether attending classes or taking on the role of CEO, knowing one's schedule is very important. To ensure that a schedule is followed, adequate rest and reliable transportation should be top priorities. Absences from school or work should be reported as soon as possible. This gives authorities time to find another person to help perform your duties while you are away. Plan to return to the workplace as quickly as possible.

Character is how others perceive someone. Much like an actor who plays a role, the character traits that one possesses portray an image in others' minds. One's character develops as actions become habits. These habits reveal one's character. Eventually, this role determines the outcome of one's life. Being aware of your actions and habits plus improving on faults strengthens one's character.

Common sense and barbers have long known that two heads are better than one. Teamwork is what gives strength to a working force. Prejudices and stereotyping have no home in teamwork. Respect evicted them. Learning to cooperate with your teammates as well as being assertive is important in keeping track of things. Treat customers with genuine respect and manners. They are your friends. Team members should constantly stay up to date with new learning opportunities, but at the same time, keep confidential information private. Your trust is assumed and expected. Appearance is one work ethic that really shows. Take pride in how people perceive you. Your clothes should be clean and pressed. Make a habit of bathing daily along with such necessities as brushing your teeth and breathing. Behavior affects appearance. Learn to be polite and attend to people's needs.

A professional attitude towards yourself and your chosen career is critical. Learn to adapt to the many, multifaceted wonders of life. Be open and accept the changes that will surely come. No one likes anyone who brags or whines constantly. Let your language show positive ideas. Your customers also deserve the same professionalism that is expected by all. Be happy. Let others know that you are there to help.

Work ethics have been the backbone of success for centuries. By taking the time to develop great work ethics whether one is in the classroom or the workplace, success will be there for you. Combining work ethics with professional skills invites success to a celebration, and that celebration is all about you.

Positive Work Ethics

A work ethic of any kind not only includes how you feel about your place of employment or position but also how you perform the duties of your job. According to All About Philosophy's website, a work ethic includes your attitude, communication abilities, behavior toward coworkers, honesty and accountability. What sets a positive work ethic apart from a negative work ethic is the focus on confidence and encouraging interactions with coworkers. Your attitude toward your job and position in a positive work ethic is just that -- positive. You arrive at work with a smile on your face, focused on the task at hand and committed to performing your duties to the best of your ability.

Why Ethics Are Important

A work ethic, especially a positive work ethic, is important from a business perspective for the confidence it breeds in clients and consumers. Your positive attitude and dedication to a client's needs or creation of a product can boost your business' reputation as a company that deals honestly and fairly. Ethics also work to build a

moral compass within a business and helps discourage attitudes and business models that seek to cut corners in the name of making a profit.

Impact for Kawallet

We emphasize a positive work ethic & all team leaders and internship supervisors must be absolute in maintaining the environment for it to thrive. This means we allow no room for moral ambiguity, rationalization or ego in our positive work ethics model.

Effects Around the Office

Ethics spring from within and are difficult to teach in the traditional sense according to All About Philosophy's website. That doesn't mean a positive work ethic can't be contagious. An employee who accepts each job with equal tenacity and dedication forces co-workers to follow suit or risk being left behind. A worker who does all this with a smile on his face can help others to enjoy the job a little more, thereby increasing productivity and worker morale.

Five Characteristics of Having Good Work Ethics

When you have a good work ethic, you are dedicated to job that you deem valuable. You hold yourself to high standards of responsibility. You also keep yourself accountable for getting work done right and on time, and for making good business decisions that help people and companies succeed. Having a solid work ethic means you understand that productivity, organizational skills, being reliable and possessing good character are all attributes that successful people share.

Honest

Stealing personal property, sabotaging a coworker's client presentation, or taking someone's idea and making it your own are all ways that dishonesty creeps into the

workplace. Employees with strong ethics refrain from lying or cheating to make others look bad in the hopes of making themselves appear smarter. Instead, they take responsibility for mistakes, own up to failures and keep the lines of communication open with everyone involved.

Refrains From Gossip

Workplace gossip can be destructive. When employees gossip about their peers, bosses or even clients, it's considered deviant behavior. An employee with good workplace ethics refuses to engage in gossip or even listen it. This person will encourage others to mind their own business, or else address the person or situation head-on so that assumptions and badmouthing can stop. Doing so helps eliminate resentment among coworkers and helps keep morale up.

Values Diversity

People with a good work ethic understand the importance of a diverse workplace. When you value everybody's contributions -- regardless of ability, age, gender or race -- it allows for more creativity and better problem solving. Diversity in the workplace contributes to successful client interactions. Overall, employee morale is higher.

Respects Others

An employee with a strong work ethic is rarely late. You respect everyone's time, from coworkers to clients to interviewees. You're also polite, conscientious of people's feelings and considerate of workers in a shared workspace. In addition, someone with a strong work ethic uses time wisely so that deadlines are met. You'll keep personal phone conversations quiet and not disrupt others. Out of respect, you'll also hear and consider everyone's opinions.

Cooperative

Having a good work ethic means you cooperate with others. While work may not always be satisfying or enjoyable, you see the bigger picture and do what is necessary for the team and company. Instead of debating every issue and finding reasons why things can't get done, you use strong conflict resolution skills to solve problems and manage the workload.

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2. Developing a Strong Work Ethic

If you put your all into your work, good things will come to you.

No matter how tough life gets, if you put your all into your work, good things will come to you. Staying positive, refusing to procrastinate and maintaining your focus are all necessary ingredients to building a strong and rewarding work ethic.

Other strategies to becoming a great worker are setting a goal of dependability, always meeting deadlines and stepping up to fill unmet needs.

Let's look closer at each of these methods to construct a sturdy work ethic:

1. Stay positive. You've probably heard the expression, "Attitude is everything". That's definitely true when you're working on creating a resilient work ethic. Your work improves when you approach it with a positive attitude.

No matter what, staying positive about your tasks will help you become a rock star at work. You'll not only stand out to your supervisor, but your colleagues will notice, too.

2. Refuse to procrastinate. Although you may be tempted to put off doing certain tasks or projects, make "Do it right now" your mantra. You'll find that often jobs are quickly and easily done in less time than you would have spent obsessing about the task.
3. Keep your focus. When your plans are clear, you'll get more work done in less time. Put a sticky note on your calendar and computer. Organize your desk the day before you plan to start that huge project. Start focused and stay focused. You'll work like a machine when you devote your attention on the subject at hand.

4. Set a goal of dependability. When you go the extra mile to complete your work, people will learn to trust that when you're given a job, you'll do it. Endeavor to be known as the one whom your boss and co-workers can always depend on to get the job done.
5. Always meet deadlines. This point is crucial to developing a strong work ethic. Do whatever you have to do to meet a deadline. Of course, the best way to ensure you consistently meet deadlines is to negotiate in advance of taking on the task, so you have a bit of a say in the schedule.

In the event your supervisor assigns you a project that must be done by a certain date in the near future, clarify right away with your boss what he sees as your priorities. This way, you've gained permission to alter the due dates on some of your other tasks to take on the urgent project.

If you communicate right away any concerns you have about deadlines, you're in a position to negotiate some of them. The bottom line is you'll ultimately be meeting deadlines approved by your supervisor.

6. Step up to fill unmet needs. Volunteering to take on gaps in labor will make every supervisor you work for the happiest person in the world.

We've all been on a committee where jobs were being assigned, the moderator got to a certain task and everyone shrank up or whispered, "Oh, I'm not taking that job!" A person with a strong work ethic views these situations as opportunities to stretch himself and show what he can do.

You might even discover a special talent you possess when you volunteer to take on a job. Consider it another line on your resume when you agree to write the department manual or perform some other task. Learn to step forward to fill unmet needs.

When you follow these suggestions, you'll develop great confidence in your work. Plus, you'll discover that you built something durable for your future: a strong work ethic that will bring you pride, joy and wealth for years to come.

3. Developing a Good Work Ethic Requires Real Work

Some people seem content to work just hard enough to complete the task at hand. These people are displaying what can be called a poor work ethic. Other people work hard to complete their appointed rounds, but they are not really concerned with the quality of their work. These people are displaying a mediocre work ethic. There are people, however, who work diligently throughout the entire process of a job or task, and they always do a very good job no matter how much time and effort they must expend. These people are showing everybody around them that they possess a positive or solid work ethic. In this highly competitive world, whether people are looking for jobs, completing degree programs at colleges or universities, or simply acting as solid citizens, they should show the world that it is both ethical and necessary to work very hard at each and every task that arises.

As early as elementary school or even kindergarten, young students should be taught that sticking with a task until it is done well is quite important. Teachers in elementary school should model actions and behaviors that illustrate a positive work ethic. Youngsters should realize that any task worth beginning is well worth completing by doing the best job possible. A good example can be seen in the most rudimentary activity a young student performs in elementary school—coloring. When students are instructed to color a certain page in a coloring book or on an activity sheet, they should be instructed to take their time to do the best job they can. The teacher should model for the students a process through which the youngsters can color the picture little by little, taking their time to use correct colors staying inside the lines as much as possible. Students who are in a hurry to complete the task in a haphazard fashion should be urged to slow down in order to focus on doing a quality job. Even this seemingly simplistic task can teach students the valuable lesson of working hard at

all times and producing the best final product possible. The sooner people learn this lesson, the easier it will be for them to acquire a positive work ethic.

By the time students get to high school or college, their work ethic has already been established, and it will be put to the test through the various final products they will be asked to complete. Students with a positive work ethic will succeed much more readily than students with a mediocre or poor work ethic. At this level the work becomes more in depth and more difficult. Students are left to their own devices much more often, and the ability to work independently is a necessity. Therefore, exhibiting a positive work ethic is actually expected of these students from freshman year to senior year, in high school, college, or at the university. The perfect example of the necessity of a positive work ethic can be seen in the assignment of a research paper in just about any class. Usually students are instructed how to begin the paper and where to find valuable sources, but until the paper is due in the weeks or months to come, they are left on their own. Students who do not possess the drive and perseverance to complete the paper on their own will most assuredly do a poor job, thus receiving a poor grade. This goes to show that a good work ethic consists of more than just hard, consistent work. Time management, intuitive thinking, foresight, and, of course, diligence all make up a solid work ethic. Successful students typically receive high grades, and the grades are the direct result of a positive work ethic.

Successful employees in all walks of professional life also need to bring a positive work ethic to the workplace. Competition for jobs in contemporary society is intense; employers are thus able to scrutinize their prospective employees quite carefully. Naturally, an employer is looking to hire somebody who is willing to tackle any task and complete it to the best of his ability in the most expeditious way. In other words the employer is looking for an employee who possesses a solid work ethic and is proud to show everybody that he relishes the thought of working hard.

If two employees are vying for the same position within a company, their supervisor will most likely give them both a similar project to complete. The employee who does the best job on the project within the allotted time will receive the promotion. If both employees complete the task within the allotted time, the employee who has done the best work will receive the promotion. More often than not, the best work is a direct result of the best work ethic. There is no substitute for hard work on the jobsite; employers love to see the results of a positive work ethic.

On the job, in college or at a university, in high school, or in primary school, people must work hard to succeed. Nobody sets out to fail, but succeeding is not as simple as merely beginning a task. The late President Richard Nixon once said, "People do not plan to fail; they fail to plan." He was alluding to work ethic. People generally try hard to succeed, but if they do not bring their plans for success to fruition, they will most assuredly fail. Planning every step of a process on the way to success is an important part of a positive work ethic. Some people might think that working hard comes naturally, and perhaps for some this is true. However, as redundant as it sounds, a positive work ethic begins with one main ingredient—real work!

4. Meaning of Professionalism and Work Ethic

Professionalism and work ethic are two important features in the small-business environment. Business owners often use these elements to ensure that their company operates in the highest professional and ethical manner possible. While businesses may be started under a variety of circumstances, they often contain similar business elements. The style and organizational structure may also depend on the entrepreneur's personal use of professionalism and his work ethic when handling business situations.

Definition

Professionalism is often defined as the strict adherence to courtesy, honesty and responsibility when dealing with individuals or other companies in the business environment. This trait often includes a high level of excellence going above and beyond basic requirements. Work ethic is usually concerned with the personal values demonstrated by business owners or entrepreneurs and instilled in the company's employees. The good work ethic may include completing tasks in a timely manner with the highest quality possible and taking pride in completed tasks

Features

Professionalism and the work ethic demonstrated by individuals in the business environment may be built around an internal moral system or code of ethics. Morality and ethics usually represent the personal beliefs individuals display when working in business. Common traits often include transparency, honesty and integrity. These personal traits often display themselves publicly when individuals respond to various business situations. A professional work ethic may be seen as somebody "walking the walk" regarding their personal morality and ethics.

Function

Small businesses often use professionalism to help them establish a good reputation in the business environment. Because many small businesses have limited capital resources during the early years of operations, an important advertising strategy is word-of-mouth. Small businesses that treat each customer in a professional manner and display a strong work ethic when completing business functions or responsibilities can help develop positive goodwill with consumers.

Effects

Business owners and entrepreneurs may decide to create a written set of guidelines outlining their company's professionalism and work ethic expectations. These written guidelines can help the business owner translate his company's mission or vision to employees. These guidelines may also be included in the company's employee manual so business owners can properly train and educate individuals about the importance of the company's professionalism and work ethic.

Consideration

Transforming an individual's understanding of professionalism and work ethic may be a difficult process in small business. Many individuals may not have the same views on professionalism and work ethic as the business owner. Business owners may hire these individuals if they have technical experience or expertise in the business, regardless of the employee's personal moral or ethical beliefs. But employees often adopt the business's professionalism and work ethic guidelines when working for a company, especially if they are well compensated.

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5. How to Increase Employee Work Ethic

A work ethic is typically something ingrained within a person. There are, simply put, lazy people who are impossible to motivate. However, other factors, both economical and psychological, can affect an employee's work ethic. Most people can be encouraged to greater performance, once the right motivating factors are found. This can be a process of trial and error because each individual may have different motivators. However, there are some basic guidelines you can follow to increase employee work ethic

Step 1

Expect your managers to set a good example. Employees tend to mimic the behavior of authority figures. If your managers are not doing their jobs or are spending most of the day coming up with inventive ways to avoid working, chances are your employees will follow suit. Make sure your managers know exactly what is expected of them, and follow up with them regularly to make sure they are serving as role models for the rest of your employees.

Step 2

Create a public recognition system. Rewarding an employee's good work ethics can be a great motivator for other employees who may not be as productive. Employee of the month competitions and special rewards for those who do their job well may encourage those with a poor work ethic to try harder. Human beings thrive on recognition and feeling appreciated, and these are very powerful motivating factors.

Step 3

Set clear goals and milestones. In some cases, employees may feel overwhelmed with a project if they are not entirely sure how to complete it or if it looks insurmountable. Break apart projects into tasks that have clear goals. Set milestones with clear target dates so employees know exactly what you expect of them and how long they have to complete the task.

Step 4

Monitor potential troublemakers. Almost every office has at least one person who is there for the paycheck and not much else. These people can cause dissension among the ranks and bring down not only the morale of the rest of the staff, but also the productivity levels for the company. Weed through new applicants to make sure they will have job dedication. Monitor current troublemakers, set strict guidelines they must follow or encourage them to seek employment elsewhere.

Step 5

Create a monetary award system. Some employees will be motivated only by the promise of receiving a bonus or a raise if they complete certain tasks and improve their performance. While not all companies may have the resources to give large monetary awards to their employees, even simple gift card challenges and free products can encourage lackadaisical employees.

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6. Negative Work Ethic Definition

Companies like to promote positive work ethics because it often results in happier and more productive employees. Just as it is important to understand a positive work ethic, however, it is equally important to recognize the signs of a negative work ethic. Negative work ethics may be the behaviour of a single individual or something more systematic; regardless of the specifics, identifying the signs is the first step toward correcting it.

Lack of Productivity

The most obvious sign of a negative work ethic is a lack of productivity. CNN cites procrastination at the top of its list of bad work habits; an employee who rushes through assignments or waits until the last minute to complete them often turns in lower quality work, as well as running the risk of missing a deadline. Furthermore, lack of productivity costs the company time and money: essentially paying the employee for doing nothing. While breaks in the workday and brief relaxers are necessary for a productive employee, a lax employee can't tell the difference between taking a break and wasting time.

Attendance

A positive work ethic means showing up on time every time, and using sick days for their designated purpose rather than a vacation by proxy. A negative work ethic, on the other hand, looks to get the most out of the system, according to CNN: often showing up tardy and taking full advantage of sick days and other dates. Furthermore, the way an employee reacts to lax attendance may say a lot about his work ethic. A good worker, for instance, may arrive late every once in a while, but

also stays late to make up the time. A bad worker will assume that showing up late is normal, and do so beyond the range of what the company considers acceptable.