****

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employability Skills Area: Ethics and Professionalism**

**Assignment Name: What is work ethics?**

**What is work ethics?**

The following activities will help you to be able to describe work ethics and evaluate how ethical your own actions are. Most workers are reasonably ethical and exhibit at least some qualities of the work ethic. But many employers complain that they only have a few really good workers. It would undoubtedly please the bosses of America if we workers would launch an old-fashioned work ethic campaign, improving the work ethic (and ethics) in each of our organizations. Will it start with you and me?

**1. Define work ethic in your own words:**

**2. Using the terms ethical or unethical**

Next to each item below, type the term ethical or unethical, indicating how each action should be viewed by workers. If there is some doubt, or the item is unclear, write depends, and state what additional information would be helpful.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ A Dairy Queen worker weighs each cone before serving it to customer
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ The mechanic lets his brother use the garage bay for fixing his brakes after the shop has closed.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ The carpentry co-op student enters 5:00 on the time card after his co-worker urges him to do so, even though she is going home at 4:20 p.m.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ A nurse aide works past the end of the shift in order to finish assigned work. The aide was asked to be certain to finish the work during the shift because there would be no overtime paid.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_A machinist co-op student scraps forty pieces and decides not to tell anyone because of the trouble it would cause.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_An assembler slows down the production rate at his station, even though he could work faster because workers at other stations seem unable to keep up.

 3**. Check which of the following worker characteristics would reflect a worker with a good work ethic.**

 punctual \_\_\_\_ sociable

\_\_\_\_ respectful \_\_\_\_ uncooperative

 \_\_\_ independent \_\_\_\_ critical

 \_\_\_ conscientious \_\_\_\_ loyal

 \_\_\_ self-centered \_\_\_\_ reports off when ill

 \_\_\_ works when ill \_\_\_\_ seeks improvement

 \_\_\_ satisfied \_\_\_\_ interdependent

**4. Evaluate your commitment to the work ethic**

Rate yourself on a scale of 1-5 on each of the following items using this scale:

5 A leader; consistently act this way and encourage others to do so as well.

4 A role model; usually act this way and try to be an example.

3 A good worker; can be depended upon to act this way most of the time.

2 Could improve; not always the best at this, and should try to do better.

1 Negligent; never gave it much thought.

1.\_\_\_\_\_ I attend every day, arrive on time, begin my tasks promptly, and work continually except for scheduled breaks.

2.\_\_\_\_\_ I realize my own errors quickly, admit when I have made a mistake, try to solve error-caused problems, and avoid making the same mistake again.

3.\_\_\_\_\_ I wear clean, well-fitting clothing, keep my body clean, and dress appropriately for my assigned duties.

4.\_\_\_\_\_I complete tasks in the expected time, combine tasks for greatest efficiency, and refrain from nonproductive time wasting (unscheduled breaks, etc.).

5.\_\_\_\_\_ I conform to all safety rules and exhibit extra concern for the safety of others.

6.\_\_\_\_\_ I get enough rest, work enthusiastically, and avoid destructive health habits (smoking, substance abuse, drinking, and overeating).

7.\_\_\_\_\_ I work 60 minutes every hour and seek alternative tasks when assigned work is complete.

8.\_\_\_\_\_ I avoid complaining and criticizing, maintain a productive pace, and am committed to the company’s goals.

9.\_\_\_\_\_ I make sure I achieve only the highest quality workmanship and I refuse to be represented by second-rate work or products.

10.\_\_\_\_I work cooperatively to achieve group goals, compliment others, work, and participate in group efforts.

Add up your score and see where you could improve: What is your score? \_\_\_\_\_\_\_\_\_\_\_

 40-50 what a worker!

 30-40 not bad, most employers would be happy

 20-30 you could stand to improve your work ethic

 below 20 you may soon be unemployed

If you scored below 30, what could you do improve your worth ethic? Write your answer below in five complete sentences or more.