

# THE TEACHING OF ETHICS IN VOCATIONAL EDUCATION



*SERVING YOUR BUSINESS, TRAINING, SPORTING AND ENTERTAINMENT NEEDS*

# DEFINITION OF WORK ETHICS

- ◆ It refers to "beliefs, values and principles that guide the way individuals behave within the work context at any time.
- ◆ (Miller & Coady, 1986)

# THE PROTESTANT WORK ETHIC

- ◆ It is described as the traditional approach to the teaching of appropriate work attitudes and behaviours.
- ◆ It is a view that humans have a moral duty to work diligently, regardless of their station in life, in order to meet societal expectations, reap personal reward and have the satisfaction of knowing that a job has been well done.

# WHY TEACH AND PRACTICE GOOD ETHICS

- ◆ Standard of behaviour
- ◆ Discipline



# COMPONENTS OF THE WORK ETHIC

## EMPLOYERS LOOK FOR:

- ✓ Productivity
- ✓ Promptness
- ✓ Dependability
- ✓ Positive contribution to team work

# Areas of Ethical Conduct

- ◆ Everyone should familiarize themselves with basic organizational code of ethics.

# Areas of Ethical Conduct



- ◆ Attendance
- ◆ Punctuality & Time Management
- ◆ Fair Play
- ◆ Honesty & Integrity
- ◆ Commitment
- ◆ Pilfering & Stealing
- ◆ Attitude
- ◆ Dress
- ◆ Sexual Harassment
- ◆ Professional Competence

# KNOW WHAT TO EXPECT & WHAT IS EXPECTED OF YOU!

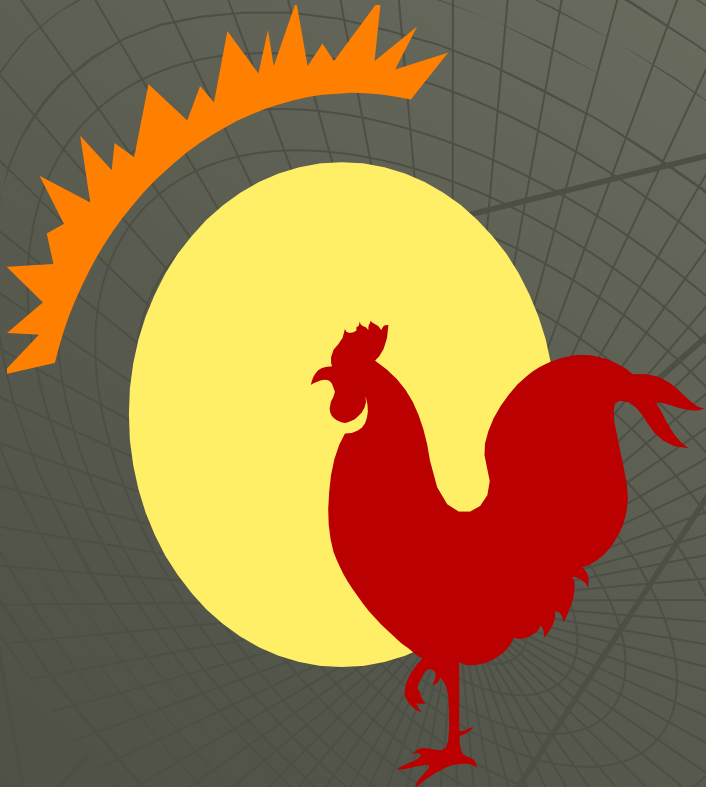


- ◆ Every company has rules and regulations which work well towards the good of everyone.
- ◆ Be familiar with your job description.
- ◆ Don't be afraid to ask questions.



# Punctuality

- ◆ Be punctual everyday.
- ◆ Being a few minutes early gives you time to prepare and start on time.
- ◆ Complete work on time



# Attendance

- ◆ Be present everyday
- ◆ Regular absences indicate irresponsibility or inability to cope with the job either mentally or physically.



# Absenteeism

- ◆ The failure of an employee to report to work or to remain at work as scheduled
- ◆ Excludes vacations, holidays, jury duty and the like.
- ◆ Includes certified and uncertified sick leave

# Absenteeism - Study

## ◆ Reasons Given:

- Personal Illness
- Personal Business
- Family issues

## ◆ Actual Reasons:

- Stress
- Problems with job/supervisor
- Socializing
- Family
- Personal Illness/problems
- Other reasons



# Effects of Absenteeism

- ◆ Scheduling/operational problems
- ◆ Lower quality goods and services
- ◆ Employee stress (mental & physical)
- ◆ More costly goods/services

# Effects of Absenteeism

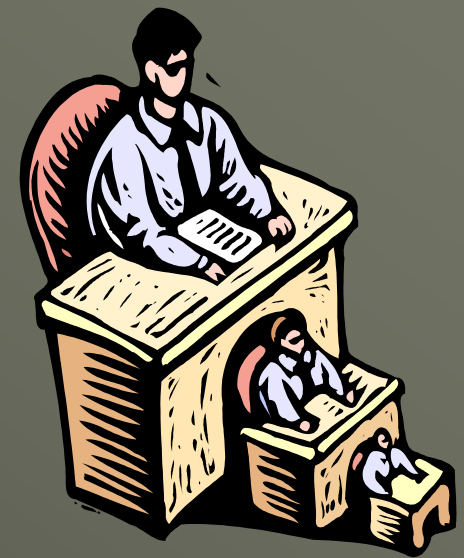
- ◆ Reduced performance, profitability & impaired corporate image
- ◆ Lower national competitiveness & unemployment
- ◆ Higher social costs (NIS, crime)

# Example of Effect

<u>Name</u>	<u>Salary</u>	<u>Salary (per day)</u>	<u>Absence</u>	<u>Cost</u>
Diane Bovell	\$1000	\$35.71	5	178.55
Lindsay Davis	\$2000	\$71.43	2	142.86
Rosita McClellan	\$3000	\$107.14	8	857.12
<b>Total</b>	\$6000			<b>\$1178.53</b>

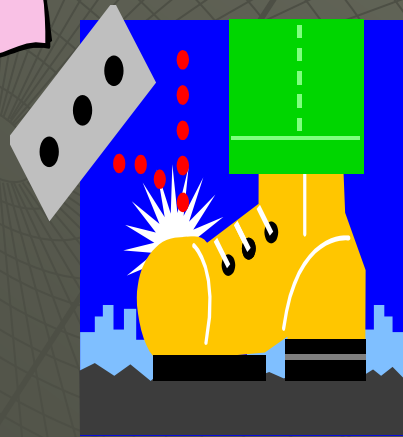
# Good Manners & Respect

- ◆ Good manners enable you to get along with others
- ◆ Remember to smile
- ◆ Call people by their name
- ◆ Respect is earned not demanded, through your behaviour
- ◆ Have consideration for those with whom you work.
- ◆ Care for your resources





# Dress Appropriately



- ◆ Avoid being outlandish; it's not a fashion show!
- ◆ Stick to what is acceptable
- ◆ Wear clothes appropriate for the job site
- ◆ Be clean, neat and tidy
- ◆ Look professional

# Practice Tolerance



- ◆ In working with others conflict arises for a number of reasons. It is important to remain in control of your temper.
- ◆ Communicate your differences.
- ◆ Accept other people's criticisms and suggestions calmly. Use them for self improvement.
- ◆ Give constructive and not destructive criticism.
- ◆ Learn to negotiate.

# Honesty & Responsibility

- ◆ Admit your errors.
- ◆ Honesty is an important quality especially if you handle finances, classified, confidential or restricted materials.
- ◆ Do not cover up with lies or allow someone else to take the blame.
- ◆ Honesty shows maturity and assertiveness.
- ◆ Be sure you can handle the job you are paid to do.
- ◆ Do it to the best of your ability.
- ◆ Be conscientious, efficient, reliable and thorough.

# PUT PRIDE INTO YOUR WORK



- ◆ Do things in a way that you will be proud to tell the whole world that it was done by you.
- ◆ When you are prepared to put your name on your work, you will make sure the work is of a high quality.

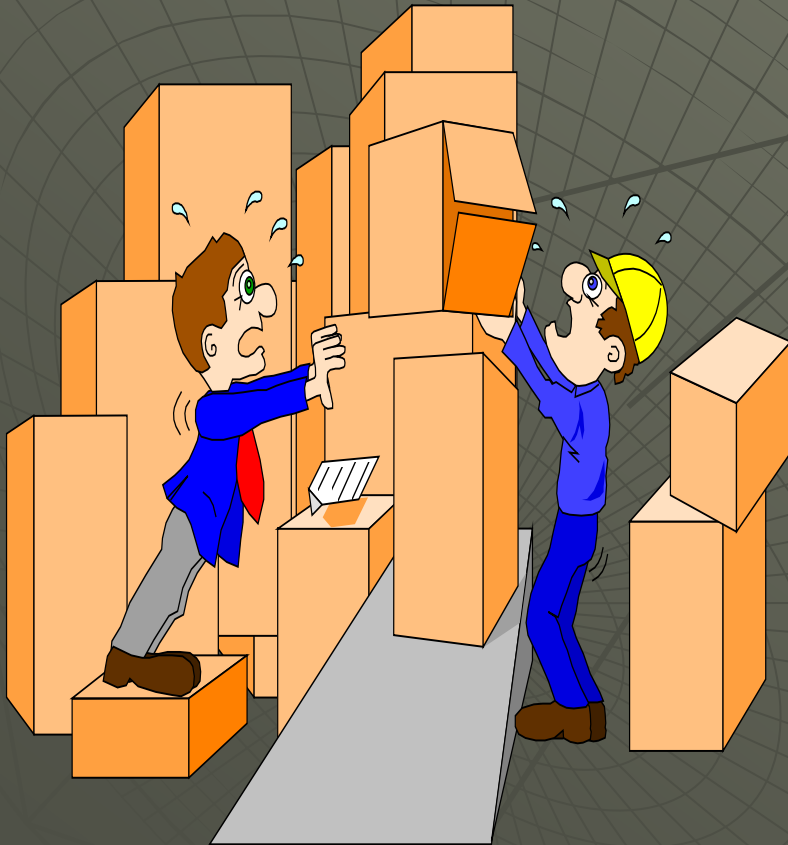


# SHOW SOME INITIATIVE



- ◆ Always seek to improve the way you do things on the job.
- ◆ Appropriate suggestions for improvement should be made and discussed with your supervisor.

# COOPERATION IS VITAL



The willingness to assist others, especially in areas outside of your immediate responsibility, shows a cooperative spirit, and along with your other qualities may enable you to be considered for a leadership position in the future.

# SERVE EXTERNAL CUSTOMERS WELL



- ◆ With courtesy, enthusiasm and honesty.
- ◆ Warm Positive Attitude
- ◆ Service should be timely and personal.

# SERVE INTERNAL CUSTOMERS JUST AS WELL

- ◆ Meet the needs of your colleagues and bosses by giving them work that is non-defective and timely
- ◆ Be willing to share your ideas and concerns





# A POSITIVE ETHICAL WORKPLACE ENVIRONMENT

- ◆ This emerges where leaders and supervisors model ethical behavior, in applying values such as honesty, respect, and trust.
- ◆ Less pressure on employees to compromise ethics standards;
- ◆ Less observed misconduct at work;
- ◆ Greater willingness to report misconduct;
- ◆ Greater satisfaction with their organization's response to misconduct they report;
- ◆ Greater overall satisfaction with their organizations; and
- ◆ Greater likelihood of "feeling valued" by their organizations

# BENEFITS OF AN EFFECTIVE ETHICS PROGRAMME

- ◆ Recruiting and retaining top-quality people
- ◆ Fostering a more satisfying and productive working environment
- ◆ Building and sustaining your association's reputation within the communities in which you operate
- ◆ Maintaining the trust of members to ensure continued self-regulation
- ◆ Legitimizing open discussion of ethical issues
- ◆ Providing ethical guidance and resources for employees prior to making difficult decisions
- ◆ Aligning the work efforts of staff with the association's broader mission and vision.

# DOWN SIDE TO ABESNCE OF AN EFFECTIVE ETHICS POLICY

- ◆ Increased risk of employees making unethical decisions
- ◆ Increased tendency of employees to report violations to outside regulatory authorities because they lack an adequate internal forum
- ◆ Inability to recruit and retain top people
- ◆ Diminished reputation of the business in the community



# IMPORTANCE OF AN EFFECTIVE ETHICS POLICY

- ◆ Making decisions in conditions of extreme ambiguity
- ◆ Developing peer relationships
- ◆ Motivating subordinates
- ◆ Resolving conflicts
- ◆ Establishing networks of information





# Ethical Responsibility

How Can I Make Good Choices?

# Making the Right Choice: How Can You be Sure?

- ◆ Listen to the bells warning you of an ethical issue
- ◆ Check to see if there are rules or regulations which restrict your choices



# Tools for Decision Making

- ◆ What would a reasonable person do or how would they perceive your decision?
- ◆ Think of a moral person whose judgment you respect. What would they do?
- ◆ What would I want my family to do? How would they perceive my actions.
- ◆ Policy compliance
- ◆ Evaluate the issues, options and consequences



# FINAL CONSIDERATIONS

- ◆ Do you have a positive attitude about your job and the company you work for on a daily basis?
- ◆ Do you have a high level of energy at work?
- ◆ Do you do your job right the first time?
- ◆ Are you willing to work overtime when the company needs you?
- ◆ Do you realise how visible work ethics are in a small company or in a team?



# GUIDE TO ETHICAL BEHAVIOUR

- ◆ It is essential that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the workplace

# END OF PRESENTATION

**ETHICAL BEHAVIOUR  
STARTS WITH YOU!**



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