ABC’S OF WORK ETHICS

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A IS FOR APPEARANCE

• You should dress and groom appropriately for the workplace.
B IS FOR BEHAVIOR

• As an employee you should act professionally in the workplace at all times.
C IS FOR COOPERATIVE

• You should always be able to work with your other co-worker.
D IS FOR DEPENDABLE

• Your employer should be able to depend on you to get things completed.
E IS FOR EFFICIENT

- As an employee you must be able to complete jobs and not waste valuable time.
F IS FOR FLEXIBLE

• You need to be able to do extra things even though you are not used to doing them.
G IS FOR GENEROSITY

• You need to kind and generous in the workplace.
H IS FOR HONOR

• Take pride in your company.
I IS FOR INFORMATIVE

• Providing useful or interesting information.
K IS FOR KNOWLEDGE

• You must have knowledge to be successful.
L IS FOR LOYALTY

• Stay loyal to your company
M IS FOR MOOD

• Always have a good attitude in the workplace.
• Be nice to all employees and co-workers to be successful in the workplace.
O IS FOR OPEN-MINDED

• Willing to consider new ideas
P IS FOR PRIORITIES

• Have your priorities organized to be more productive.
Q IS FOR QUALITY

• Always put forth your best effort in everything you do.
R IS FOR RESPECT

• Treat others the way you want to be treated.
S IS FOR SUCCESSFUL

• You should always want to be successful in everything you do.
T IS FOR TRUSTWORTHY

- Your employer should trust you at all times
U IS FOR UNDERSTANDING

• Make sure you understand all instructions before attempting assignments.
• You should be able to complete multiple tasks
W IS FOR WISE

• You must be able to decide what's right or wrong.
X IS FOR X-RATED

• No foul language on the job.
Y IS FOR YEARNING

• A feeling of intense longing for something.
Z IS FOR ZEALOUS

• Having or showing zeal