

# Positive Work Ethic and Integrity

# Positive Work Ethic

- A Positive Work Ethic is a set of moral principles an employee uses in his job or school.
- A strong work ethic is vital to a person or a student being able to achieve their goals.
- Every employee, from the CEO (which is the boss) to entry-level workers, must have a positive work ethic to keep the company functioning at its peak.

# Why Have A Good Work Ethic In School and Life

- Your good work ethic tells future employers, colleges, and your current teachers what they might expect from you on the job and in school.
- The ones that have a positive work ethics are the ones that normally find themselves having a very successful future.
- They normally have a successful future because they work very hard and challenge themselves to be their best.

# Qualities of a Positive Work Ethic

- Integrity (We will talk about shortly)
- Sense of Responsibility
- Emphasis on Quality
- Sense of Teamwork
- Respectfulness
- Dependability
- Determination
- Dedication.

# How to Improve Your Work Ethic

- Practice punctuality.
- Develop the habit of being on time or early for all appointments and classes.
- Develop professionalism. Professionalism goes beyond a crisp white shirt and tie.
- Have self-discipline.
- Use time wisely.
- Stay balanced.

# Negative Work Ethic

- The most obvious sign of a negative work ethic is a lack of productivity and produces a poor result.
- People with a negative work ethic normally rushes through assignments or waits until the last minute to complete them.
- They often turn in lower quality work, as well as running the risk of missing a deadline.

# Signs of a Negative Work Ethic

- **Procrastination (Top of the List according to CNN)**
- **Always relying on others to give you the answer**
- **Refusing to accept new ideas**
- **Always thinking that you are right**
- **Poor attendance**
- **Lack of focus or not paying attention**

# Integrity

- Integrity is the quality of being honest and having strong moral principles; moral uprightness.
- All employees and teachers expect their employees and students to have great integrity.
- Integrity is one of the fundamental values that employers seek in the employees that they hire.
  - Why

# Integrity

- Having no integrity could result in losing your job or getting in major trouble in school.
- Honesty and trust are central to integrity. Acting with honor and truthfulness are also basic tenets in a person with integrity.
- People who demonstrate integrity draw others to them because they are trustworthy and dependable.

# What Does Poor Integrity Look Like

- Lies to avoid consequences.
- Can't be trusted to complete normal duties.
- Doesn't take responsibility for their actions.
- Blames others for their mistakes.
- Disrupt others or causes others to lose focus.
- Cut corners or trying to find the easy way out.
- Talk about other people behind their back.

# How to Have Great Integrity

- Always be honest but positive at the same time.
- Never talk about other workers or students in a negative way.
- Be a great team member by helping the ones that are struggling.
- Always give your best effort.
- Do not be a distraction to yourself or other people.