- Seven Things You Should Do To Demonstrate A Strong Work Ethic To Your Employer.
  - By Martin Luenendonk

- Top 5 Ways to Assess Your Work Ethics on the Job.
  - By Joel Garfinkle

- 15 Ways To Get A-Level Skills And Work Ethic From Your Whole Team.
  - By Forbes Coaches Council

- Business Ethics And Integrity: It Starts With The Tone At The Top.
  - By Betsy Atkins Contributor, Hedge Funds & Private Equity
DEFINITION

“A belief in work as a moral good: a set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard.”

(Merriam Webster)
Work ethics include not only how we feel about our jobs, careers or vocations, but also how we do our jobs or responsibilities.

This involves attitude, behavior, respect, communication, and interaction; how one gets along with others.

Work ethics demonstrate many things about whom and how a person is.

Work ethics involve such characteristics as honesty and accountability.

Work ethics are intrinsic; they come from within.

A question may involve where they came from?, if they come from within.

Essentially, work ethics break down to what one does or would do in a particular situation.

The begging question in a situation involves what is right and acceptable, and above board, VERSUS what is wrong, underhanded, and under the table.
Few decades ago, the traditional definition of having good work ethics meant being an honest, ethical, and trustworthy worker.

Being a person of high integrity and having strong principles earned you the respect of your subordinates and the approval of your boss.

Work ethics in today’s corporate culture involves having strong moral values but also means showing up with a positive attitude, taking initiative, having positive relationships with your team, and not taking credit for their work.

Demonstrating authentic work ethics at the office will help people perceive you in a positive light and propel you ahead in your career.
ELEMENTS OF STRONG WORK ETHICS

- Integrity
- Emphasis on Quality of Work
- Professionalism
- Discipline
- Responsibility
- Teamwork
Integrity should permeate every aspect of your job, from how you deal with your clients to how you treat your co-workers and your superiors.

It means doing the right things, at all times, even if no one is watching, much less your boss.

Its greatest impact is seen in your relationships with the people around you, which is why integrity is seen as one of the most important ingredients of trust.

According to Robert Shaw, you can earn a certain level of trust if you are able to achieve results while demonstrating concern for others and acting with integrity the whole time. Hence, the formula:

**Results + Integrity + Concern = Level of Trust**

Acting with integrity, in this context, also means behaving in a consistent manner.

For example, if you are part of a team, your behavior should be in tune with everyone, in accordance with a clear set of guidelines in working together toward a clear purpose.
If you show dedication and commitment to coming up with very good results in your work, then your work ethic will definitely shine.

While some employees do only the barest minimum, or what is expected of them, there are those who go beyond that.

They do more, they perform better, and they definitely go the extra mile to come up with results that surpass expectations.

Clearly, these employees are those who belong to the group with a solid work ethic.
The word “professionalism” is often seen as something that is too broad or wide in scope, covering everything from your appearance to how you conduct yourself in the presence of other people.

It is so broad and seemingly all-encompassing that many even go so far as to say that professionalism equates having a solid work ethic.
• Work ethic is something that emanates from within.

• You can tell an employee to do this and that, be like this and like that, over and over, but if they do not have enough discipline to adhere to the rules and follow through with their performance, then there is no way that they can become the productive employees that the company wants.

• Discipline involves focus, dedication and determination on your part to do what you should.
The moment you became part of the organization and assigned tasks and duties; you have a responsibility that you must fulfill.

If you have a strong work ethic, you will be concerned with ensuring that you are able to fulfill your duties and responsibilities.

You will also feel inclined to do your best if you want to get the best results.
As an employee, you are part of an organization. You are simply one part of a whole, which means you have to work with other people. If you are unable to do so, this will put your work ethic into question. Work ethic is also continuously shaped by relationships, specifically on how you are able to handle them in achieving goals, whether shared or individual.
HOW TO DEMONSTRATE A STRONG WORK ETHIC TO YOUR EMPLOYER

- PUT THE COMPANY FIRST
- MANAGE YOUR TIME WISELY
- BE HONEST
- ALWAYS SHOW RESPECT
- FOLLOW THE RULES
- WORK WITH OTHERS
- STAY FIT AND HEALTHY
It is one thing to proudly declare that you have a strong work ethic to your boss, but it is another totally different thing to convince him that you really do.

In fact, bosses are not inclined to take such claims at face value, instead wanting you to convince them with actions and not just words.

So what are the things that you can do in order to convince your employer that you have a strong work ethic as you claim?
Trying to demonstrate a good work ethic if you don’t actually care about the company will be acting, and no matter how good of an actor you are, it won’t be long before you are discovered.

You need to actually have the good work ethic before you try to show it to the world.
Time management is not limited to being on time for work and meeting deadlines. It actually involves more than that.

- **Be punctual.**
  - They say that punctuality is one of the first indicators of professionalism. It strengthens and reveals your integrity while also demonstrating your level of discipline, humility and dependability. It is also one way to show your respect for others, while allowing you to build your self-confidence and always put your best foot forward.

- **Maintain a good attendance record.**
  - It's not just your punctuality and how you observe work hours that will be closely looked into. A high rate of absenteeism certainly does not bode well, even if it is unintentional or there are unavoidable circumstances. It is important to take up the matter with your superiors in order for both parties to come up with a solution that will benefit everyone.

- **Observe deadlines.**
  - Between an employee who barely beats the deadline, rushing at the eleventh hour to get things done and finishing his task just as the clock hits 12, so to speak, and an employee who finishes his task well ahead of time, without any rushing and stressing out, who will be more favorable in the eyes of the supervisor? Obviously, it is the second employee.

- If you are able to finish your task ahead of time, that means you are able to manage your time wisely.

- If there is a timetable provided by the company, it will be to your advantage to create your own timetable. You'll be able to avoid distractions easily, and any potential delays will be dealt with before they can actually arise.
“Honesty is the best policy”.

Warren Buffet said: three qualities to look for when hiring new people: integrity, intelligence and energy.

There is no way that a person can hide his dishonesty forever. Sooner or later, it will manifest itself, and that will not do your work ethic any favors.

Give honest feedback.
- This shows that you are capable of objectivity.
- Managers, co-workers and even clients will value you more if you show that you are able to provide honest feedback.
- If you are able to get your message across without openly offending anyone and igniting hostilities, then that will prove even further the strength of your work ethic.

Own up to your mistakes.
- If you did something wrong, it is best to man up and own up to it, instead of denying all blame and, worse, pinning it on other people.
- This is a sign that you are unable and unwilling to take responsibility, a sure sign that your work ethic is less than solid.
In the workplace, there should be no excuse to be disrespectful to other people, whether it is with a peer or a subordinate. Tight deadlines? Impossible demands from impossible clients? They’re part and parcel of a regular “day at the workplace”.

Therefore, you should not let your temper get the better of you.

- Stay calm and poised.
- Be diplomatic.
- Listen to others’ opinions.
- Avoid gossiping and harmful talk about, and against, others.
- Show fair treatment to others.

Demonstrate grace under pressure, and you can definitely convince your boss that you have a work ethic strong enough to merit further notice during promotions to higher positions.
- If you can’t follow even one simple rule, such as keeping your work area neat and orderly, or properly clocking in when you get to work, your boss is likely to take that as a sign that you’d find it even more difficult to keep the rules that do matter.

- **Be aware of company policies.**
  - Making the effort to learn about the policies and regulations will put you in a positive light.
  - Your boss will see this as a sign of commitment on your part about wanting to do good in your work while sticking to the rules.

- **Follow the dress code.**
  - It is another key characteristic of professionalism.
  - All employees and workers, they are still representatives of the organization, and if you are able to dress properly, this will reflect positively to the organization.
  - Appearance may not be all that matters in the workplace, but it does matter to a certain extent, regardless of the actual work that you do.
No matter how much you think you are better at working alone, or that you can provide more and better results if you work by yourself, the very nature of being an employee of a company means that you are merely one of the cogs in a larger machine. Therefore, you have to work with the other employees.

**Cooperate.**

- Even if you have personal differences in opinion with a co-worker, or you do not see eye to eye about a matter entirely separate from work, you should still be able to cooperate and work together with him.
- Set aside those differences, at least for the time being.
- Your boss will appreciate you more if you are able to prove that you can separate the personal from work and still be able to cooperate with others.

**Socialize**

- You can’t be all work and serious talk all the time. Once in a while, you have to take a step back, relax, and socialize with your co-workers.
- This is one way to cultivate your social skills while strengthening your relationship with the other employees or members of the team.
Being fit and healthy in mind and body will definitely contribute to your work ethic.

If you are healthy, you'll be able to think more clearly, so you can make better decisions and exercise better judgment when doing your work.

Being healthy also ensures that you won’t have a problem with your attendance record. You’d be able to report to work on time, and absenteeism won’t be an issue.

In the same manner, if you are fit and healthy, you won’t have problems socializing with your co-workers.

You will also be in a positive mood, so tempers and frustrations will not get in the way.

Therefore, make it a point to exercise regularly.

Eat your meals properly and maintain a balanced diet.

Get out for some air once in a while.

If you have vacation days, make the most of them, so you can rest your mind and body.

If you’re the type to enjoy the great outdoors and commune with nature, make it a point to do that whenever you have the opportunity to do so.
- An employee with a strong work ethic is a productive employee.
- This productivity is seen in the pace of work and your persistence in maintaining that pace.
- If you can work at a fast pace, that means you'll be able to accomplish more within the limited time that you are given.
- **Do quality work.** any employee who is committed to quality in his own work is an employee worth keeping because, at the end of the day, his work will form part of the overall quality of the output of the organization.
- **Be consistent.** You have to continue working at your peak, getting the best results, even when no one is watching. Some employees, in their desire to impress their bosses, will only visibly put in more work if they know they are being watched.
- **Be organized.** disorganized employee is seen as someone who may have trouble meeting deadlines and producing quality work. If you have dirty nails or unkempt hair, you’d be immediately judged – especially by those you are meeting for the first time – to have problems keeping things together.
- **It is “do, not say”, and “act, not tell”.**
- At the end of the day, it is your output and your work that will speak the loudest volume about your work ethic. Show great results, and you’ll be seen as someone with a great work ethic.
FEW TIPS TO TAKE HOME

❑ Define your values.
   • Define your values to help you carry out your vision and purpose in life and in the workplace.

❑ Get feedback.
   • A good way to assess your work ethics is to ask for feedback. Don’t be concerned about asking your colleagues as well as those in management for feedback on your work ethics—how your attitude is towards others, how you perform as a team player, as a supervisor and more.

❑ Go the extra mile.
   • With the advent of emerging technologies and downsizing you find you have to take on many different roles than you were expected of before. Less staff taking on more responsibilities means that you now have to step out of your comfort zone and go the extra mile.

❑ Determine your standards.
   • When it comes to work ethics do you gossip at your company, complain about company policy, or blindly go with what others say.

❑ Reflect on your day.
   • Reflecting on your day gives you the opportunity to do better the next day and strengthen your work ethics as you go along.
QUESTIONS?

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