

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C700: Work Ethics

Introduction: Ethics deals with values relating to human conduct; with respect to the rightness and wrongness of actions, and the goodness and badness of motives and resultant ends.

- Are you in accordance with the rules and standards for right conduct in your place of work?
- Do you complain about your job to others?
- Do you show up at work with a hangover from the night before?
- Do you display disrespect to others?

You may need to take a look at yourself and what is controlling your words and actions. Safety is for everyone, including you. Experience teaches us that the faster you go; the less safe you will be (mentally and physically).

What would happen if everyone showed up at work with a bad attitude?

Workplace conflict is not something you can ignore. Learn how to speak to others. Approach your boss and explain the problems that you are having. When there is a problem that cannot be solved, get together with a solution maker.

Alcohol and drugs can affect your work habits. Seek help and answers from those that have experienced similar addictive habits.

Always look for someone who will listen to what you need to express. You may be surprised that others are experiencing the same problem. We know there is a tendency to want to get things done faster, and there may be pressures to do so that may lead to workers forgetting about or purposely ignoring workplace procedures and requirements.

Conflict that may at first appear trivial has the potential to cause even more serious issues than staff turnover and lost productivity.

Early warning signs of workplace conflict:

- Not performing.
- Disengaging.
- Leaving at odd times.
- Out sick frequently.
- Breaking the rules.
- Not working cooperatively.
- Talking disrespectfully.
- Gossiping about each other.
- Excluding each other.
- Laying formal complaints.
- Escalating strange behaviors.

Communicating in a crisis: Employer and employee communication in the workplace is essential. It is important that everyone be on the same page; from the worker, to the supervisors, and managers. Ignorance may evolve from not knowing what is expected of you or being uninformed about a particular subject.

- Determine whether a worksite problem can be solved.
- Determine what is needed to solve the problem.
- Identify objectives.
- Determine the effectiveness of the objectives.
- Revise objectives based on feedback from employees, supervisors, and others.

Problems that can be addressed effectively by communication include those that arise from lack of knowledge of a work process, unfamiliarity with equipment, or incorrect execution of a task. Communication is less effective (but still can be used) for problems arising from an employee's lack of motivation or lack of attention to the job. Whatever its purpose, communication is most effective when designed in relation to the goals of the employer's objectives. Can the following questions be answered:

- If a job analysis was conducted, was it accurate?
- Were the important gaps in knowledge and skill included?
- Were the instructional objectives presented clearly?
- Did the objectives state the level of acceptable performance that was expected of employees?
- Did the learning activity simulate the actual job?
- Were the workers motivated?
- Were the workers allowed to participate actively in the process?
- Was the employer's evaluation of the program thorough?

Conclusion: Keep lines of communication open. Talk to one another. Be straightforward and honest and solve the problem now.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

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_____	_____	_____
_____	_____	_____
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