

Chapter 9 – Workplace Ethics

I-Study

Employers look for employees who can do many things and who will fit well into the company's structure. Cooperativeness, a willingness to follow directions, initiative, a willingness to take responsibility, and a willingness to learn are key traits that you should strive for in the workplace. Employers also value effective self-management skills and loyalty.

Ethical behavior is essential in the workplace. As an employee, you should strive to be honest, especially regarding time, money, and your employer's property. Respecting the confidentiality of your employer and coworkers, and acting fairly with everyone are also critical to your success. When you are the victim or observer of unethical behavior, there are several ways to respond. Choosing the correct response can be challenging.

I-Quiz

1. The willingness to be accountable for an action or situation is called
 - A. responsibility
 - B. company culture
 - C. job description
 - D. résumé

2. The principles of conduct of a group or society are called
 - A. confidentiality
 - B. honesty
 - C. ethics
 - D. prejudice

3. Doing what needs to be done without being told is an example of
 - A. initiative
 - B. cooperation
 - C. confidentiality
 - D. loyalty

Answer Key

1. **A**
2. **C**
3. **A**