

Work Place Ethics and Professionalism

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Abstract – Ethics in workplace guarantees positive environment to the employees. It is often seen that an organisation where there is positive atmosphere the employees are often happy and contented. Such workplaces are seen as offices where employees look forward to come to work, unlike other places where office is a mere burdensome routine. Positively ethical organisations emit positivity leading to loyal employees and low attrition rates. Such employees are more attached towards the organisation. On the other hand professionalism means the conduct or key qualities that exemplify a certain profession or a professional being. Professionalism states that there is a certain level of workmanship or professional duties. Professionalism means being successful ethically and also influencing co-workers.

Key Words: Ethics, Professionalism, Morale, Encompassing, Laying off, Appraisals, Transparency, Favouritism, Attrition, Work-Life Ethics. Principled.

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INTRODUCTION

The dictionary meaning of "Ethics" is "rules of behaviour based on ideas about what is morally good and bad." This is a subjective definition. Things might be right for some and for some it might be wrong! And it might be debatable at times. However, in an organisation "Organisational Ethics" is very essential as it leads to professionalism. Ethics are accepted standards of behaviour and at times preserve the integrity in the workplace. This is important to have clean conscience within people to behave in this way even when bosses are not around.

Ethics usually are a set of norms which benefits the morale and indicates the importance of work along with its natural capacity to reinforce character of every employee. Organisational Ethics usually means how the employee feels about his job or career growth – encompassing employees' attitude towards work and organisational behaviour. On the basis of this, it is easier to outline how the employee does his work and the adjoining responsibilities attached to it. Considering this definition, we can summarize that work ethics is mainly used to relate to the main qualities in employees like Honesty, modesty, answerability etc.

DEFINITION OF PROFESSIONALISM:

Professionalism is often defined as the strict adherence to courtesy, honesty and responsibility when dealing with individuals or other companies in the business environment. This trait often includes a high level of excellence going above and beyond basic requirements. Work ethic is usually concerned

with the personal values demonstrated by business owners or entrepreneurs and instilled in the company's employees. The good work ethic may include completing tasks in a timely manner with the highest quality possible and taking pride in completed tasks. Features Professionalism and the work ethic demonstrated by individuals in the business environment may be built around an internal moral system or code of ethics.

THE IMPORTANCE OF A GOOD WORK ETHIC:

Work Ethics is a key for achieving a successful career. Holding key traits such as attendance, character, teamwork, appearance, and attitude add value to both you as a person and your company. Successful careers come in many flavours, but work ethics are a main ingredient in most recipes for success.

POSITIVE WORK ETHICS:

A work ethic, especially a positive work ethic, is important from a business perspective for the confidence it breeds in clients and consumers. Your positive attitude and dedication to a client's needs or creation of a product can boost your business' reputation as a company that deals honestly and fairly. Ethics also work to build a moral compass within a business and helps discourage attitudes and business models that seek to cut corners in the name of making a profit.

Impact for Employers who emphasize a positive work ethic must be absolute in maintaining the

environment for it to thrive according to the Global Ethics University. This means a business can allow no room for moral ambiguity, rationalization or ego in its positive work ethics model. Otherwise the strategy may fail. That doesn't mean a positive work ethic can't be contagious. An employee who accepts each job with equal tenacity and dedication forces co-workers to follow suit or risk being left behind. A worker who does all this with a smile on his face can help others to enjoy the job a little more, thereby increasing productivity and worker morale

DEVELOPING A STRONG WORK ETHIC:

Each organisation values professionalism and Ethical behaviour. This has led to lot of jobs, and professionals are hardly jobless. Professionalism are a set of norms and conduct that differentiate professional being from nonprofessional and professional organisation to nonprofessional organisation. Professionalism depicts the excellence of professionalism and service! However, ethical behaviour in workplace has got more to it in reality. To run an organisation successfully it should adhere to professional reputation and workplace ethics. If an organisation does not know to follow it or does not adhere to it, the organisation might fail miserably.

Organisation does not easily part ways with its professional employees. The more ethical and professional an employee is the company wants him/her more. However, as much the company wants professional employees, the employees also equally want the organisations to be with them in their time of need. It is very important for the organisations to stand by with their employees at the time of crisis. Laying off people when you don't need them or once the work is done is an unethical practice which the employers should not practice. Likewise it is also not ethical to ask an employee to leave the job on just one failure or inability to deliver just once. Workplace ethics mentions that the employers should retain, sustain and nurture their employees and make them aware of their responsibility, company's policies, rules and regulations along with the work ethics. It is the employer's duty to make all their employees aware of company's policies the day they are inducted.

To gauge the performance of employees, organisations need to have fool proof systems. Each organisation, and within it, each department need to have fool-proof ways to measure the employees performances. When the HR, designs the Appraisals and the entire process they need to design keeping in mind the employee's performance throughout the year and how it will affect their career and growth opportunities. It is also essential to have timely reviews. A 360 Degree holistic view gives a broader perspective. But for this the superiors should very well know what their subordinates are up to, so that they easily know who are key performers and who need that little nudge.

Workplace ethics consists of providing guides and mentors to their employees. It is important for the holistic development of the employees. Having appraisals and promotions just for the sake of it is unethical approach towards employees. Professionalism and ethics are important as it allows the superiors to treat all employees at par and think from their perspective. Having appraisals where the employee can also put in their point of view also helps in putting forth their point. It is essential to maintain transparency.

If the organisation does not maintain transparency or the employee is not happy with his progress or financial reimbursements he will seek for a job change. It is employer's loss when a trained and efficient employee leaves the organisation. The company should always retain employees and treat them as an asset. Keeping the employee satisfied always helps them to retain good human resource. Providing financial benefits, lucrative job assignments, meaty career graph or growth makes the employee feel secure and contented.

The staff – senior management should avoid unnecessary favouritism, it is also against work ethics. Bias on basis of relation or previous acquaintance de-motivates the others and this makes him feel to open up for other avenues. An employee's personal output in the entire financial year should be the basis of appraisal. Studies say that companies which are neutral to the employees, are compassionate to employees' grievance and are welcoming towards employees, do not often face a situation where the employees are unsatisfied or experience high attrition rate.

Having an amicable work place ethics helps the organisation to have a strong bond not only among co-workers but also respect for superiors. For example, during a major festival, most of the employees would want a leave, and if the manager is not friendly the employee will tend to lie and take a leave. However, if the manager is friendly and grants leaves on local festivals, the employees is not left with much options. Employee exploitation tends to break the trust and employees tend to cover up badly. It is important that the workers get ample leaves, offs during regional or important festivals. The Superiors should understand the junior's problems. Regular work breaks and desired holiday helps the employee to rejuvenate and come back afresh and be more productive.

According to a LinkedIn post from Leandro Valente, MBA, there are "10 Golden Rules to Professional Ethics in the Workplace":

1. Be Superior: For any endeavour to succeed and be known worldwide, it is important for it to stand out. Any work, if brilliant, will always be appreciated. Maintain Quality.

2. Be Honest: Most of the people these days suffer from Trust issues. Hence someone who is explicitly exhibits trustworthiness, is extremely professional and is often more successful.
3. Be Answerable: It is important to be brave and stand by what is said or done. Fearing bad consequences and taking a separate stand or bragging about self's good deeds, both the extremes are unprofessional behaviour.
4. Be Humble and Respect – being considerate towards everyone (Big or small) and being well mannered, is highly professional attitude.
5. Transparency, Humility and openness – if a person is honest it embarks positive and righteous behaviour such as reliability, vocal in communication and very cooperative. This subset of behaviours is extremely appreciated in professional pursuit. This also leads to professionalism and high ethics.
6. Upgrade knowledge and improve in totality – if a person is able to do his job well and accurately it is said that he is competent. An individual's competence usually comprises of his knowledge, his skilfulness and behaviour. An individual such, will always be successful in work
7. Being Ethical - Ethics, are set of norms which set the parameters for everyone, these norms tells them how to behave in various situations. Normally these norms are in lieu with normally accepted rules or code of conduct.
8. Honour and Integrity: Being Principled or honourable behaviour which depicts that the person is noble and does not act mean. But this is derived from morals the person follows and his personal integrity.
9. Maintaining Confidentiality: By maintaining confidentiality one restricts himself from passing the broadcasting of information to anyone unauthorised to do so. Its ethically improper to spread some confidential piece of information any further.
10. Being Role Model: Set good examples, and "Practicing before you Preach" helps improve professionalism. The Mentor should always practice himself before he preaches to his juniors.

It is easier said than done to tell everyone especially, the management, that there is strong work ethics that

is being carried out in the organisation. Most of the times, Management, does not readily accept such claims on the face value of it. They would always want themselves to be convinced such claims with stronger visible deeds. So how can this be achieved? There are a few ways to explicitly reveal Work life Ethics.

Good Work Ethics: Keeping Company foremost helps a lot. Good Work Ethics should be carried out in the organisation and for everyone the company should be of utmost importance. One actually needs to have a good work ethic before she or he tries to show to the world.

Time management: Then comes Time management. Being punctual, low absenteeism records, and achieving deadlines are some of the key ways to optimize time aptly. The employees must be punctual and have almost nil late coming records. Apart from this maintaining good attendance register with low absenteeism records helps gain good work life ethics.

CONCLUSION:

Achieving and maintaining Work Ethics and professionalism is not difficult. In fact they are easier done than said! The challenging part is execution, which too can be managed if organised well and planned well. Some important pointers like honesty, integrity, punctuality, delivering on time, if carried out well the task becomes easier. Also to note is that the leaders should implement this before they preach to the subordinates. Work Ethics and professionalism leads an organisation to the pinnacle of success. Apart from this, it also provides a sustainable work environment for the current and potential employees.

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