

Transcript for Unit 3 "Workplace Ethics" video:
ADLC_CALM_unit3_work_ethics.mov

Getting a new job is always very exciting. But there are some things you should be aware of regarding proper, ethical behaviour for you, your bosses, and your coworkers.

Everyone wants to work in a safe, supportive environment. Most workplaces have people who come to work with a positive attitude and enjoy working as a team. And most workplaces have bosses who are friendly and are willing to take the time train you properly and listen to your concerns.

However, there are some negative behaviours you should be aware of. For example, harassment is always unacceptable in the workplace - unwanted touching is something that should never occur.

Bullying in the workplace can take many forms. Sometimes a co-worker may physically try to intimidate you, or at other times it may simply be someone who is overly demanding or always treats people in an angry fashion. And there are some situations where people in authority do not treat the people who work for them with the respect they deserve. All these forms of bullying are completely unacceptable.

Another thing that should be avoided in the workplace is gossip. Gossip at the expense of someone else can be very hurtful, and gossip involving inappropriate personal information is unproductive and unprofessional.

While making friends in the workplace is a good thing, flirting is not acceptable. Workplace relationships should be kept strictly professional.

With phone, email and electronic messages being a large part of many workplaces, it's always important to remember that when you send messages, always make sure they contain only appropriate and respectful language.

People that behave ethically in the workplace are just as concerned about others as they are themselves. Usually that begins with positive and cooperative teamwork - when you work with others, it's in everyone's best interest to be a team player. Even when problems arise, it's important to stay calm, be respectful, and listen to all concerns.

Building positive relationships is a key part of an ethical workplace. By showing respectful interest in the issues and concerns of your coworkers, trust between staff is built in the workplace. And by encouraging each other and celebrating successes, the confidence of the entire workplace team grows.

In summary, you should always do whatever you can to promote an ethical workplace - contributing to a positive workplace will almost always result in a better employment experience.