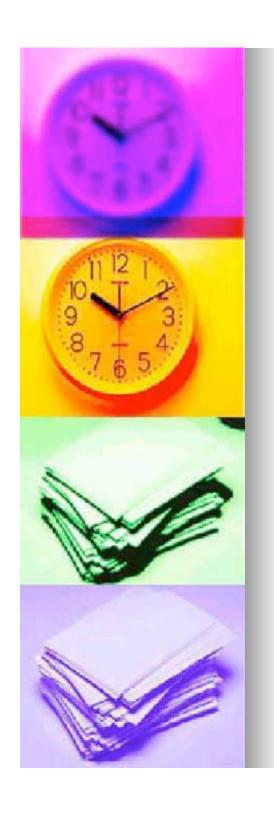# Professional Ethics and Decorum

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Professional Ethics and Decorum

- *Ethical Conduct and Standards*
- *Professional Workplace Behavior: Basics all Students Should Know*
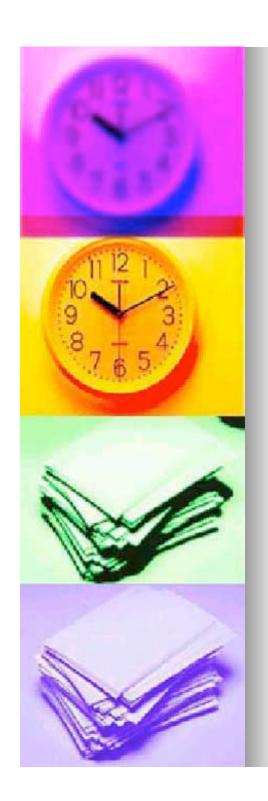- *Role of Student Chapters of Professional Organizations*

Ethical Conduct and Standards

Professionalism and Ethics

- **What is/are Ethics?**

  The principles of conduct governing an individual or a profession: standards of behavior

- **What is Professionalism?**

  The conduct, aims or qualities that characterize or mark a profession or a professional person
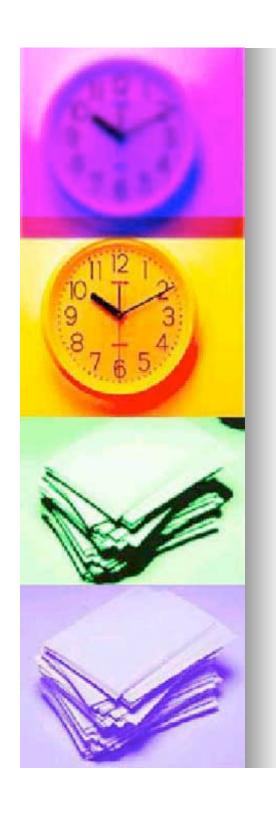
Ethical Conduct

- Honesty
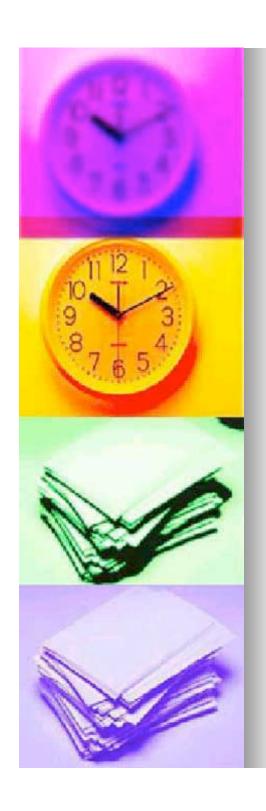- "Golden Rule"
- Responsible Behavior
- Fairness
- Compassion

Ethical Conduct

- Honesty
- "Golden Rule"
- Responsible Behavior
- Fairness
- Compassion

Same traits learned in pre-school

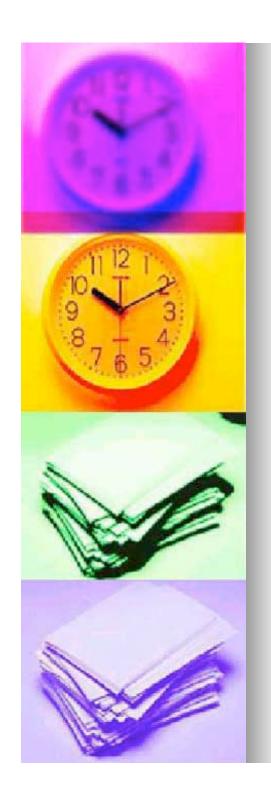# *Professional Workplace Behavior: Basics all Students Should Know*
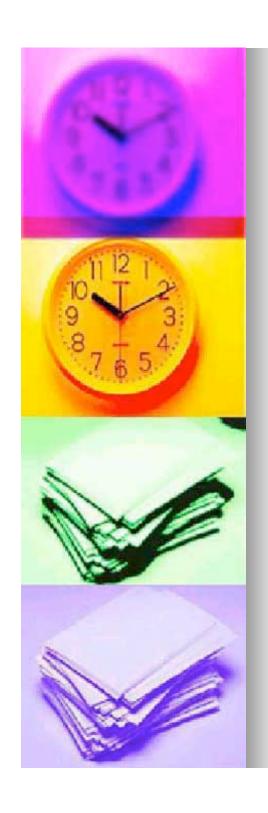
Professional Dress

Right or Wrong- People judge a book by its cover

- Dressing appropriately in today's workplace is essential
- Dress for the job you want to have, not the job you have.
- Look around!

Professional Dress

"I don't care what you look like before 9 and after 5. Put purple in your hair, expose your midriff, pierce everything. But I run a billion-dollar company, and I want that company to look like a billion bucks."

-Jane Friedman

CEO, HarperCollins Publishing

Professional Dress

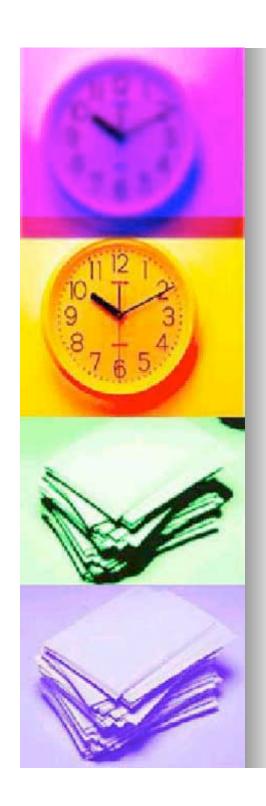- **Be Appropriate**

  An office or industry is like a club.

  Look like you're a member, not a guest

- **Be Professional**

  The clothes you wear should always reflect your seriousness about the job

Professional Dress

- **Be Comfortable**

  Dress for your personality and body type. Comfort does not mean sloppy.

- **Be Observant**

  Observe how other people dress (positively and negatively) and learn from them.

Workplace Ethics

People sometimes engage in activities that they don't realize are unethical or illegal

- Internet

- Email

- Telephone

- Copy/Fax Machine

Internet Ethics

- Your computer password prevents colleagues from accessing your files. Generally your computer and your files belong to your company and are accessible by the company.

- Internet access provided for work related activities.

- Internet access may be monitored.

- Use discretion.

Telephone Ethics

- Your telephone is provided for work related activities.
- Your telephone usage may also be monitored.
- Be aware that your phone calls are not always private.
- Use discretion.

Email Ethics

- Circulating non-work related Emails is generally prohibited.
- Emails you receive that may be considered offensive should be deleted immediately.
- Your Emails are not private and may be recovered even after you delete them.
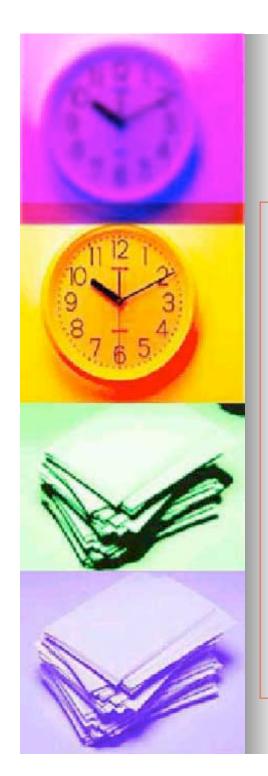- Use discretion.

Everybody Does It!

- Your mother calls you at work, because you forgot to fax a copy of your final grades to your local scholarship committee. The grades are due before 5:00 p.m. today or your scholarship will not be renewed for next year. You happen to have a copy of the grades in your folder at work. What do you do?

Everybody Does It!

- Know your workplace environment.
- It is sometimes necessary to conduct personal business at work.
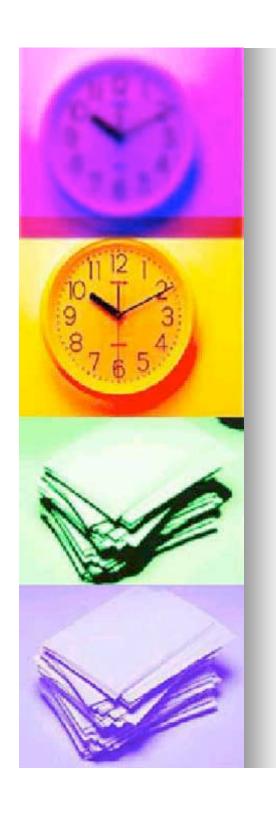- Do not abuse the freedom.

Personal Code of Ethics

- Maintain the highest level of professional standards
- Conduct yourself with honesty and integrity at all times toward all people.
- Offer your best efforts every day by presenting pertinent, accurate, and objective information
- Listen carefully and allow people to provide information without interrupting or arguing.
- Be punctual and honor the value of time.

Personal Code of Ethics

- Accept responsibility for the duties that have been assigned.
- Collaborate with others in a spirit of teamwork to accomplish defined goals.
- Show respect to all people in the workplace and honor diversity in all areas including age, gender, disability, sexual orientation, ethnic background, nationality, and religion.

Role of Student Chapters of Professional Organizations

Student Organizations

- Highlight professional and ethical behavior within organization

- Outreach to elementary, middle and high schools

- Invite graduates to present seminars

Conclusion

- Conduct yourself in a professional manner

- Highlight the ethical and professional behavior of others

- Outreach and teach professional and ethical behavior