

What's Unethical

You demonstrate your work ethics every day, whether it's taking only 15 minutes for your 15-minute break, giving credit for information you take from an Internet site, or not joining in with gossip.

Unethical work behavior can have harsh consequences, such as not being considered for a promotion because of unethical behaviors you exhibit on the job or the loss of your job in extreme cases.



In his book *It's Called Work for a Reason*, Larry Winget provides a list of unethical behaviors to avoid if you want to rise to the top. Place a check by any of these that might tempt you to be unethical in a full-time job:

- Calling in sick when you aren't
Loss of trust in me if someone finds out
- Taking company office supplies
- Lying on your resumé
- Getting a haircut between customer calls
- Fudging an expense report
- Saying a product will do something it won't
- Being late for an appointment
- Making personal phone calls or texting at work
- Using the company copier for personal copies
- Over-promising and under-delivering
- Using the company postage machine for personal mail
- Criticizing a competitor
- Participating in office gossip
- Taking a too long lunch hour
- Not returning phone calls
- Not checking your voice mail as often as is needed

Action: Add a line to each unethical behavior that describes one consequence of the behavior. An example is given for the first behavior.