

Chapter-IV

WORK ETHICS

Punctuality and Time Management, Cleanliness, Law Abidingness, Rational Thinking and Scientific Temper

Structure

- 4.1. Introduction and Objectives
- 4.2. Work Ethics- Meaning and Concept
- 4.3. Core Values of Work Ethics
 - 4.3.1. Punctuality and Time Management
 - 4.3.2. Cleanliness
 - 4.3.3. Law Abidingness
 - 4.3.4. Rational Thinking
 - 4.3.5. Scientific Temper
 - 4.3.6. Other Principles of Work Ethics
- 4.4. Qualities of Leadership
- 4.5. Contemporary Challenges
- 4.6. Concept of Self and Work Ethics
- 4.7. Let us Sum up

Key Words

Check Your Learning

Suggested Readings

4.1. Introduction and Objectives

A good citizen follows ethics or behaves at workplace, home, public and private places based on moral beliefs and social norms of right and wrong. Following moral beliefs and conducting oneself in tune with what is perceived as right makes one acceptable to society, in his/her home, workplace and many other social, formal and informal organizations. Such behavior also promotes nation-building, organization-building and social harmony. It promotes the good of everyone. After going through this chapter a learner will

- Understand the meaning and concept of work ethics
- Comprehend the characteristics and components of good work ethics
- Be aware of how these principles and values have evolved over centuries across the world
- Become a better citizen, family person and a good performer in one's work place

Answer to many ethical questions are naturally sought from philosophy and religion; the solutions suggested have their foundation in philosophy. However, here our approach is not philosophical or metaphysical but practical. This is not to reject religion and philosophy as part of critical human thinking, but to assert that our present concern is only practical oriented and we aim to equip our students to deal effectively with a crisis and not merely debate it.

4.2. Work Ethics: Meaning and Concept

- *The Merriam Webster Dictionary* defines work ethics as a "**belief in work as a moral good, a set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard**".
- Indians have believed for thousands of years that '**Work is Worship**'. It is believed that even spiritual goals and moral goals of life can be achieved through work, sincere and good work without getting into a religious debate.

Soni

Indians have a belief system which holds that even *God can be realized through work*. In fact, it is natural for all of us to work.

- There are many other relevant principles in philosophical and religious traditions. Some of them are outlined here for further study by you:
 - Peace and prosperity of nature and the universe as a single family
 - **Right** views, thought, speech, action, livelihood, effort, attentiveness and concentration
 - **Right**: - faith, knowledge, conduct and behavior
 - Honour your father and mother. You shall not commit adultery, steal, lie or covet etc.
 - Justice, goodness, kindness, forgiveness
 - Honesty and piety
 - Fairness, mercy and generosity
 - Not to indulge in fraud, be malicious, cherish unworthy ambition and engage in un worthy teaching

One must work without expectations

An ethical issue emerges from the above: Do ends justify means?

Mahatma Gandhi deals with it very constructively. His answer was simple: we can't just adopt unethical or unjustified means to achieve a good goal, an ethical goal and a principled goal. We must follow what is good and what is objective. For example, "Ananda who studies physics in a college, doesn't go to class and his friends give proxy for him so that he fulfills the condition of securing 75% attendance. Is his action justified? It is not just because it is based on a lie but because the very purpose of learning physics is lost. Unjust means, unethical means only succeed in the short run and defeats the very purpose of work. Here the purpose is learning physics and it is defeated. Means and Ends both have to be justified.

- In politics, it is said, you can fool (cheat) all people for some time, some people for all time but never all people for all time. The objective of politics is to serve people; fooling people and cheating people will defeat the

objective of serving people. You may win an election but sooner or later people will throw you out. Same is true for business.

'BOTH ENDS AND MEANS MUST BE JUSTIFIED AND ETHICAL'

This is applicable to work, to individual citizens, to nations, to business organization and to members of various professions: students, teachers, doctors, nurses, lawyers and judges

4.3. Core Values of Work Ethics

To move forward we must identify the core values, principles and practices to guide us in workplaces and in the execution of any task.

Let us list out some of these desired values and practices:

- Diligence, resourcefulness and conscientiousness
- Being reliable, having initiative and acquiring new skills
- All works have social, human, environmental and other impact; no work happens in isolation and thus demands a sense responsibility for one's own good and the good of all
- Reliability
- Dedication
- Discipline
- Productivity
- Co-operation
- Integrity
- Responsibility
- Professionalism
- Honesty
- Punctuality and Time Management
- Accountability
- Respect for diversity
- Respect for others
- Cleanliness
- Rational thinking

- Scientific attitude
 - Positive attitude
 - Gender sensitivity
 - Clarity in thinking
 - Professionalism
- The above list is only suggestive and not exhaustive. Moreover, these are not watertight compartments; they overlap and move together. We shall select only a few to explain the matter more fully
 - Work ethics is a dynamic concept. Though core philosophical principles may have remained static to an extent, socio-economic-political-technological changes affect work ethics to a great extent. For example, when society was predominantly agrarian, most people lived in villages. Joint families were the norm. Ethics emphasized family values and respect for elders, Things have changed in the age of service sector dominance. Family values have remained but ways have changed. For instance, today in urban areas people who can't stay with their aged parents are engaging nurses to take care of them. People take care of the elderly, but their ways of doing so have changed.
 - Today, ICT applications and gadgets call for ethical practices, which were not relevant in the past.
 - Nowadays, newspapers are no longer the only or major means of spreading news, Digital social media, online newspapers, TV and radio channels are the major media. Thus, retaining the basic values of responsible journalism, individuals, corporates and social groups ought to ensure that false/fake news are not spread. This will endanger society.
 - Similarly, systems of governance also change ethical practices. The core value '*Justice for All*' remains. Monarchy imposed one set of values; democracy, for its part, needs another set of values. Monarchy rests on obedience to one's family, democracy rests on respecting the wishes of the majority. Feudal political structure rested on values of loyalty and sticking to one's responsibility as determined by birth. Today, it would depend on your

education, skills and abilities. Market forces and the economic order also affect work ethics.

Now let us examine and discuss some vital work ethics components:

4.3.1 Punctuality

- Punctuality is based on respect for your time and that of others. Punctuality is an etiquette which demands 'doing things on time' or as it has been scheduled or as you have planned them. To be punctual, one has to be organized, dependable, professional; one should respect one's time and that of others.
- Punctuality is also a feature of proper time management. It is wisely said that a "Busy person has time for everything and a lazy person has none". If one apportions time or distributes time properly, one can do many things and achieve one's target. A dis-organized person can never manage time. That is why you must plan, estimate the time you will require to complete a task, examine various methods of doing things and choose wisely. Punctuality is not about doing things on time alone, it is basically about respecting your own commitment (APJ Kalam, former President of India). It is said, time is money is said wisely. If you want to succeed in money matters, career and earn the respect of others, you should be punctual and learn to respect your time and other's time.

As time slips away, opportunities slip away. If the last date for applying for a job/admission has been advertised, which is a month away and you wait for the last minute and you may not be able to gather all the documents on time. You will miss the deadline.

That is why time is to be respected not because it is morally right or your parents-teachers-elders demand that you do so but because being punctual is in **YOUR OWN INTEREST.**

- Let us look at three inspiring quotes:
 - ✓ *The way to get started is to quit talking and begin doing- Walt Disney*
 - ✓ *Your time is limited, so don't waste it- Steve Jobs*

✓ *One day earlier would have been too early, one day late would have been too late, today was the time -Napoleon* when he came to power in France.

- Punctuality is a key to success. Punctuality gives you a headstart and an advantage over your competitors. To be punctual, start early.

Punctuality is a value to be practised not only by students or employees, but also by all human beings to achieve success.

- Time management helps you to prioritize your tasks so that you have enough time available to complete every project. Proper time management boosts our productivity. Time management skills and practises improve productivity and output, give us a sense of fulfilment, relieve stress, improves self-discipline, help in decision making and enhance the quality of our work.
- Effective time management enables students to do more things, helps them to meet targets, to improve concentration and to reduce stress. Students should always create a schedule, list out things to do and act as per their self-drawn time table.
- Procrastination or the habit of deferring tasks can have very negative results. You should always break your work into parts. Good time management is the most important desired trait for successful studies.
- Good time management actually gives you more time even though a day comprises 24 hours for everyone. You should learn to balance your life, work and entertainment, work and play and any other priority that you may have.

4.3.2 Cleanliness

- The saying '*Cleanliness is next to godliness*' emphasises that those who are clean, wholesome and live in a clean environment and those who ensure that they are clean, their surroundings are clean and they maintain high standards of personal hygiene are god-like people. In other words, cleanliness is considered to be a trait of God and is a divine trait. Cleanliness is not limited to personal hygiene and clean surroundings only. One's mind, motives and thinking must also be clean. A clean mind, a clean body and a clean environment go a long way in creating an ambience of positivity, creativity and co-operation. Cleaning the heart, mind and body is important.

- From a socio-medical point of view, a clean environment needs to be free from disease. Epidemics and pandemics spread in an unclean, polluted and dirty physical environment. Mankind has suffered in the past from this spread of cholera, plague and malaria, etc. Large populations have been wiped out due to these. Unclean and dirty physical environments help in the spread of diseases and infection.

Of course, harmful viruses and bacteria which cause diseases, yet cleanliness help us in containing the infection. An unclean body also allows infection to spread. Personal hygiene helps all to be free from diseases.

- All homes, workplaces and other public places have to maintain a clean environment. *Clean environment creates a positive working ambience.* Pollution creates a negative working ambience. Pollution and contamination leads to infection and these lead to disease and death.
- Cleanliness also involves being organized in your work place, keeping things or arranging things in an orderly manner at home and in the work place is very helpful. Many a time you waste your time searching for books, notebooks, even downloaded study materials. In the kitchen we search for ingredients; you are sure it is there but you don't find it when you need it the most. In such situations our efficiency is compromised.
- Sometimes orderliness in arranging items helps us to manage disasters and accidents better. If band-aid is in the right place, you can immediately apply it when necessary. If the medicines in the first aid box have not expired, they will come handy in case of mishaps. If the fire extinguisher is not periodically refilled and checked, during a fire it is of no use. Cleanliness and organized material management improve efficiency and save us from great disasters.
- Providing clean, hygienic and an organized workplace impact positively the safety, productivity and satisfaction level of those who work in that place, be it a home, school, colleges, bus stand, a railway station, a factory floor or a shop.
- Used items, un-necessary items, hazardous items should be periodically removed from a work place to improve cleanliness and working ambience. All work places should be litter-free. Workplaces, both public and private, generate

waste and litter and unless we remove them, work gets hampered. Right things in their right places or at designated places, help a lot. A book in the library must be available as per its call number; if books are mixed up, lots of time will be required for locating them. In a large library, sometimes it is impossible to find a book when books are not stored in an orderly manner. This applies to theaters in science labs, operation theatres in hospitals, production floors in factories etc.

- In fact, all workplaces have to be organized and clean. Cleanliness of the physical space is not enough; cleanliness of the mind is equally important. An organized mind, a clean mind, a clear-thinking mind and a positive mind is helpful. Un-clean bodies and minds are harmful to individuals and society.
- The surroundings must be clean; but cleanliness is not enough; these should also look beautiful. Thought should be not only be organized; they should be positive and not negative. Body, mind and soul must be clean, peaceful and beautiful.
- The following are advantages of cleanliness:
 - ✓ Promotes mental clarity
 - ✓ Prevents the spread of disease
 - ✓ Boost a self confidence
 - ✓ Gives a fresh and good look to our surroundings
 - ✓ Enhances your personality and helps you impress others
 - ✓ Helps in improving public health
 - ✓ Helps in enhancing your efficiency and output
- For a healthy body and a healthy mind cleanliness is a necessary requirement. Cleanliness is impossible without the practice of promoting reuse, recycling and up-cycling, scientific waste management and social awareness. If we keep our homes clean but litter the road in front of our houses, if you dump garbage in front of a neighbour's house instead of putting it in waste bins, if we don't segregate waste, we can hardly create a clean environment.

4.3.3 Law abidingness

Laws must be followed not out of fear of law enforcement agencies, say the police, but because there are meant for our good and the good of everyone. Many political philosophers say that laws must be habitually obeyed. Laws are never ethically or morally incorrect. If a large number of people habitually disobey a law, it can never be enforced by the police and other law enforcement agencies. No state and government can protect people if laws are not followed habitually. Taxes must be paid as without taxes, the government will not have resources to invest in public services.

- In a school, if we disobey rules, it can't fulfill the purpose of its existence. If students do not wear uniforms, teachers violate the dress code, people are not punctual, classes are not held on time, the bell is not wrong on time can education be imparted efficiently? Of course, 'Not'
- Laws are also called rules of the game. Can we play any game without rules? No country, no home, no institution can run without rules at local, state-national level or even international levels
- We should follow laws to ensure our own good and the good of others. We are not only social animals; we live with others and must respect the social order and norms. *Live and let live is the principle.*
- Rights and duties are two sides of the same coin. Your life would be in danger if others walking or driving on road don't follow traffic rules. Similarly, if you don't follow traffic rules, your life and the lives of others will be in danger. Should we take such a risk?
- Sometime students and young people feel that they are above law. Everyone is equal before law Powerful people, politicians, the rich and the famous and students must all obey laws, rules and regulations
- In our own interest we should be law-abiding citizens. We should allow freedom to others, so that we can enjoy our own freedom. We have operate within laws, otherwise no reasonable restrictions can be applied. Without reasonable restrictions, freedom becomes destructive.
- Attempts to bypass the law can never serve our long-term interests. Laws are to be obeyed because they are in our own interest.

4.3.4. Rational Thinking

Rational thinking and thoughts are based on reason rather than on emotion and ignorance :

- One must have an explanation for one's opinions on everything. The explanation must be based on evidence, analysis and on facts
- One must critically examine evidences for others' opinions and your own opinions before accepting or rejecting them
- One must have an open mind and be prepared to change one's opinion, when new evidence comes and new explanations are offered
- In philosophy, rationalism is the chief source of knowledge and justification for our opinions and judgements
- Rational thinking improves our analytical abilities, power of comprehension and learning
- Irrational thinking leads to irrational judgement
- Rational decisions are based on rational thinking, knowledge and experience.
- The question is how to think rationally? In a decision-making situation, first one has to consider or examine the situation, then examine what are the possibilities or alternative solutions, one may estimate the cost of various options, lastly, one has to examine the consequences of each option and the short term and long-term effects of our possible decisions
- When you are seeking solution to a problem, a similar process is to be followed. Though the process of arriving of solution is complex, emotions, vindictiveness, reactionary, tit-for-tat, attitude etc. can't be your guiding principles. Some basic traits of rational thinking are given below -
 - Think positively about future
 - Look for reasons
 - Make plans and follow them
 - Examine pros and cons of each option or positive and negative consequences of each option
 - Targets must be fixed
 - Right paths /methods are to be followed

Handwritten signature

- Decision must be a well-informed one
- Don't get bogged down by any obsession
- Don't allow emotions to blind your judgement
- Keep your eyes and ears open and remain open-minded
- Dare to innovate

- Thinking rationally improves our capacity to comprehend things better, faster and more easily which in turn facilitate better decision-making. A rational person would move ahead in interpersonal relations. Suppose you had a tiff or a difference of opinion with someone in office, but you need to move forward for which you are required to work with the same person. What would you do? You should patch up with this person, try to be reconciled to him/her, sometimes agree to disagree and work for the good of the organization.

Rational thinking demands the ability to access, organize and analyze relevant information and then arrive at systematic solutions and conclusions.

- Though it has been argued so far that emotional thinking is not helpful, please remember to respect other people's emotions. It is also a character trait of a rational thinker. Before assigning a task to someone you must assess his/her emotional status. Your ability to connect with someone emotionally is a helpful trait. Higher EQ (Emotional Quotient) means your ability to manage your own emotions and the emotions of others in a better way in order to extract maximum and quality output. Many a time, you appeal to the emotion of your colleagues, you inspire them and appeal to higher values to reach your target.
- You can ask yourself, 'Can rational thinking be learnt'? The answer is 'YES'. Rational thinking encompasses our ability to draw justifiable conclusions from data, rules and logic. It has been found by researchers that learning to apply logic helps. Unnecessary fear sometimes makes us conservative; we must learn to take risks yet not become reckless. We must not take decisions emotionally yet recognize the emotion of others and even of self. Acquiring knowledge, application of knowledge and skills must be

- done at school and college levels. Keep your focus on solving problems and
- make sincere efforts.

4.3.5. Scientific Thinking

- Scientific knowledge seeking means adopting scientific methods to acquire knowledge. It involves asking the right question, knowledge acquisition through the triad/triangle of hypothesis, verification- observing - application of logic - conducting experiments and then concluding and synthesis.
- The present age is considered an age of science. Science affects us in many ways. Mankind has immensely benefited from the gifts of science. It is said that mankind has invented how to invent or in simple terms methods of scientific research are now well established and scientific methods are applied to all our problems and answers are to be found only through science.
- Tremendous developments in the fields of technology and medicine, life sciences and physical sciences have immensely benefited mankind.
- 50 years ago, some believed that science enabled mankind to conquer nature and today we have realized that we must learn to collaborate with nature to survive. Yet this too can happen only through science. The value and usefulness of science are now universally recognized.
- Scientific methods of study have come to influence all academic disciplines including languages, social sciences, and even fine arts. A scientific attitude towards life has taken root. A scientific temperament has also emerged. The prime mover for this is rational thinking (which we have already discussed). Presently scientific method of study is adopted by all subjects not restricted to the sciences. Even history, political science, literature and philosophy follow scientific methods of study.
- A scientific outlook on life and scientific attitudes are much more than science. Once a science teacher went to a quack for a treatment and paid for this fully with his life. There are numerous people who still shares a blind faith in many traditions. Our attitude should be scientific whether we are a student of science or not. Once a sadhu was bitten by a snake. A senior saddhu asked him to take medical advice immediately. He boasted of his spiritual powers and laughed

Handwritten signature

away the suggestion. The poison killed him. Had he developed a scientific temper, he would have taken medical advice. During the Covid-19 Pandemic, many infected persons, who did not follow simple medical treatment protocol and followed nonscientific practices, either lost their lives or suffered a lot.

Students may examine meanings of words such as

- **Profession**
- **Professional**
- **Professionally**
- **Professionalism**
- **Ethics**
- **Professional Ethics**

4.3.6 Other Principles of Work Ethics

- Appearance / Dress

Personal appearance, dresses one puts on, hygiene, manners, etc., are important. One should follow the uniform/ dress code of institutions, be conscious of the profession one belongs to. One must wear the apron in a laboratory and wear the safety mask while welding metal, put on the prescribed safety gear when one is in a radioactive room and wear a helmet while driving a two-wheeler

You should do this for your own good, safety and success in life.

- Attendance

Attend classes or office, be punctual, complete assignments, get your doubts clarified (from teachers, fellow students, books and online sources)

- **Positive attitude:** Be confident, believe in yourself and work hard in a systematic manner
- **Character:** Be moral, loyal, honest, dependable, reliable and practise self-control in words and deeds
- **Be clear in your communication:** Say what you mean be polite but makes yours thought and ideas are expressed clearly in words

- Co-operate with your friends, colleagues and all others in the workplace and family
- Be Skillful: One must acquire skills for the profession one has chosen . A teacher must be able to teach and hence must learn how to teach
- Be a team person: Respect others in a team and sincerely execute your part of the work assigned to you
- Network: you should not only learn to work in a networked system but also network efficiently with co-workers
- Respect: Respect others and be respectable
- Maintain the highest level of Integrity
- Be open-minded: Be prepared to change your opinion when new facts and arguments convince that you are wrong
- Discipline: Discipline is indeed the key to life
- Take failures in your stride
- Be tolerant
- Take responsibility
- Meet the deadline set by self and institutions
- Don't procrastinate
- Be eager to learn
- Creativity is a desirable dimension of work ethics. Creative people are not limited to only painters, music composers or writer. Everyone can be creative. A doctor who develops a new method of surgery is creative. Scientists who develop new medicines, provide explanations for phenomenon's are creative. Inventions and discoveries happen because human beings are creative. It is said that Indians are good in **jugad technology**. Think of use of a cycle pump in an Operation Theater (*Three Idiots Film*). Ordinary people can be creative. One has to think creatively to be creative.

You can add to the above list. The list is only illustrative, not exhaustive.

4.4. Qualities of Leadership

Leadership is an important quality. Leadership qualities need not be confused with leadership positions, say being the head of an office. Of course, those who hold leadership positions should have leadership qualities to lead an organization, a team, a group and even a nation. However, many qualities of leadership need to be cultivated, even if you are not in any leadership position. You may be leading a picnic party. There are occasions when we occupy no position yet we have leadership responsibility.

The primary duty of a leader is to lead, to solve a problem, to provide a solution of a problem, to set an example for others to follow and to take responsibility

- The word 'leader' has many shades of meaning
- The leader of a group of people or an organization is the person who is in control of it or in charge of it
- The leader of a particular point in a race or competition is the person who is winning at that point
- The leader among a range of products or companies is one that is most successful
- A leader in a newspaper is a piece of writing which gives editor's opinion on an important news item.

You may add more to the list.

Is leadership part of work ethics?

Unless those who are leaders, high officials or the heads of families, are ethical in their practices, how can one expect people to be ethical? Of course, unethical institutions can achieve their goals, but they can never be sustained. Thus, ethical leadership is key to success and even survival.

There is another question: Is leadership limited to top positions only?

Of course not. For instant, in a college, the principal may be the top boss, but power and responsibilities are shared amongst heads of departments, office superintendents, accounts bursar, academic bursar, the hostel superintendents, student class representatives. They all have responsibilities and even power. As responsibilities and power are distributed in every organization, leadership qualities are required by all.

Sometimes important qualities of leadership are mentioned below:

- Leaders lead from the front; they set examples. Gandhiji said 'Be the change that you want'. We cannot expect others to do things which we ourselves don't do
- Set clear goals and objectives, have a plan and schedule
- Support team members to excel and succeed
- Sincerity and integrity are essential
- Ability to communicate clearly is essential. Words carry little weight unless they are backed by your sincere efforts
- When credit is due, one must give credit to others
- Ability to motivate is very important
- One must continuously learn; knowledge is the foundation of leadership
- Empathy or your ability to feel the pleasure and pain of others makes you an ideal leader
- Take responsibility both for success and failure
- To command respect, you must earn respect through your work, words and dealings. You must also respect others
- Be passionate. It is only people who are passionate about their work succeed
- Vision and mission, innovation, planning, mobilizing resources and being constantly on the looking out for improvement are key characteristics of leaders

Somai

4.5. Contemporary challenges

- Work ethics are a dynamic issue. New challenges emerge as time passes
- Presently work from home has thrown up new challenges
- Heterogenous workplaces have emerged where people from various regions, countries, languages, religions and cultures are working together. This calls for new work ethics
- Environmental challenges have surfaced in the world and call for new work ethics

4.6. Concept of Self and Work Ethics

The concept of self has been seen from religions and spiritual point of view . Let us, now examine this from a practical point of view.

Self-concepts refer to the totality of a complex, organized and dynamic system of learned beliefs, attitudes and opinions that each person holds to be true about his or her personal existence. The three most important components of self are self-image, self-esteem, and the ideal self. In simple terms, in practical terms, self means what one thinks about himself, one's strengths and weaknesses and what he wants to become. In essence, a person has to identify his/her own weaknesses and work on it. Be positive-minded, not be a defeatist or negative-minded. Self-discovery should make you work on your image, attitude and propel you to reach your goals. One must be aware where he or she stands now or is positioned, but this is not enough, one must know where he/she wants to be. In other words, you must have a goal and constantly work towards it. It is wisely said that, dreams are not those which we see in deep slumber but are those which do not allow us to sleep. If you are working constantly to reach your goals, which you set for yourself, you will not sleep over your goals but work towards it. Day-dreaming or dreaming at night is good as long as we work towards fulfilling these dreams. Life is all about becoming 'self aware', setting goals and working ceaselessly towards achieving them. Accepting an 'ideal person' as an example helps. Remember all great persons, Mahatma Gandhi, Albert Einstein, Lata Mangeshkar, Sachin Tendulkar or others, are all human beings. If they could, achieve great things, so could you. Be it

individuals or organizations they have a 'Self' and work towards setting goals for themselves and work towards achieving them.

4.7. Let us sum up

Work ethics are defined as "belief in work as a moral good, a set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard. Since ancient times, people of different parts of the world perceived work ethics in different ways. Ancient Indians in ancient times 'Work is Worship'. Ancient Egyptians, Mesopotamians and the followers of the Abrahamic religions valued both individual ethics and work ethics. Positive work ethics bring success to an individual and also to an organization. The components of positive work ethics are diligence, resourcefulness, conscientiousness, reliability, dedication, discipline, productivity, co-operation, integrity, professionalism, punctuality, accountability, cleanliness, rational thinking, scientific attitude, positive attitude, gender sensitivity, and clarity in thinking etc. From students to all kinds of professionals, personal and professional ethics are essential. For students personal appearance, dress, hygiene, manners etc. are necessary for securing their safety and success in life. In the present time multiple challenges complicate work ethics. ICT (Information Communication Technology) is used widely in workplaces today, and these call for a reassessment of work ethics. Rising religious fundamentalism in the place of secularism, the emergence of multinational and multicultural organizations and workforces, global environmental challenges, unequal distribution of wealth amongst nations and people, persisting poverty, large-scale displacements due to war etc. are few contemporary challenges which can be met only through science, technology and an ethical approach. When individuals recognize the meaning and significance of work ethics, they will enhance their career prospects, achieve organizational goals, and improve the organizations overall structure.

Keywords

- Ethics:** The process of determining right and wrong conduct. The discipline with what is good and bad and with moral duty and obligations
- Unethical:** An action or conduct which violates the principles of one or more ethical systems, or which is counter to an accepted ethical value, such as honesty
- Diligence:** Careful and persistent work or effort
- Punctuality:** The fact or quality of being on time
- Teamwork:** The ability of team members to work together, communicate effectively, anticipate and meet each other's demands, and inspire confidence, resulting in a coordinated collective action
- Professionalism:** The conduct, aims, or qualities that characterize or mark a profession or a professional person
- Honesty:** Honesty, honor, integrity, probity mean uprightness of character or action. honesty implies a refusal to lie, steal, or deceive in any way
- Integrity:** The quality of being honest and having strong moral principles
- Rationality:** The quality of being based on or in accordance with reason or logic
- Resourcefulness:** A person's ability to find efficient and innovative ways to overcome challenges
- Conscientiousness:** The quality of wishing to do one's work or duty well and thoroughly

Check Your Learning

Q.1. Definitional Type

- a) Work Ethics
- b) Rational Thinking
- c) Scientific Temper
- d) Integrity
- e) Punctuality
- f) Cleanliness
- g) Professionalism
- h) Team Work

Q.2. Analytical Type

- a) Differentiate ethics and Work ethics
- b) Notion of Work Ethics in Ancient India
- c) Conceptualize the term Work Ethics.
- d) Discuss the idea of Work Ethics in the Western World.
- e) What are the contemporary challenges to Work Ethics?

Q.3. Essay type

- a) Write a brief note on the concept and meaning of work ethics.
- b) What are the work ethics valued by leaders, which contribute to an individual's success? Answer with examples.
- c) List the attributes of positive work ethics. Write a note on how significant work ethics are nation-building.
- d) Discuss the code of ethics prescribed for students. How can those help them to succeed in life?

Suggested Readings

- Denhardt, K. G., *The Ethics of Public Service: Resolving Moral Dilemmas in Public Organizations*, Greenwood, Westport, Conn, 1988.
- Lewis, C. W., *The ethics challenge in public service*, Jossey- Bass, San Francisco, CA, 1991.
- Roth, William F., *Ethics in Workplace: System Perspective*, Pearson, 2014.
- Johnson, Craig E., *Ethics in the Workplace: Tools and Tactics for Organizational Transformation*, SAGE Publications, 2007.
- Anthony, P. D., *The ideology of Work*, Tavistock, Great Britain, 1977.
- Cherrington, D. J., *The work ethic: Working values and values that work*, AMACOM, New York, 1980.
- Tilgher, A., *Homo faber: Work through the ages*, Translated by D. C. Fisher, Harcourt Brace, New York, 1930.