

# Professionalism and ethics in the workplace essay samples

[Business](#), [Management](#)



## **Carrington College**

Many factors are involved in professionalism and ethics in the workplace; how an employee dress up, carry himself during work, his attitude, and how he interacts with colleagues and more. Professionalism specifies that a person perform his tasks with genuineness and truthfulness. It means that a person performs his job with sincerity; maintain his professional etiquette, and his ethics in the workplace. Professionals are more aware of the significance of performing any business anytime stated in the agreement of the Institute of Real Estate Management code of Professional Ethics (IREM). As stated in the first paragraph of the code, the principle of this Code of Professional Ethics is to create and uphold public assurance in the sincerity, honor, professionalism, and capability of the specialized real estate manager . It is very significant to establish professionalism in the work place. A critical measure of an employee or a manager is not found merely in hard metrics, profit, or productivity, instead in humanity . Humanity shows its best when life interfere in the work place itself. When a person draws sweet spot that person find the confidence to find the way in any circumstances and the persistence to pursue his goal, even with hardship.

There are many ways on how to show professionalism in the work place such as to adhere commitment, realize sensitivity of work, treat everyone with respect, time value, maintain ethical conduct, friendliness, admit mistakes, be competent, leadership, leave personal issue at home, demonstrate the core value of professionalism, project positively, and be polite. An employee must live up to his commitment at all times. Represent your work with a realization of being sensitive on duties and responsibilities, not to put at risk

the confidentiality of the organization. Through sensitivity, it helps an employee to be trustworthy enough on his job. The healthy relationship in the work place is highly needed, refers to camaraderie. Treat everyone with all due respect, from higher management, peers, administrative staff, clients, even competitors, to the person over the phone, a stranger in the elevator, everyone within the work place. Good communication and respect in a corporate world or the like, there should be a harmonious relationship and environment that provides all employees the feeling of security and teamwork. Every employee should value the time and every effort of each person involved in a business or team. It is not good to take things for granted in an organization. Every member plays a vital role when it comes to valuing time and effort; everyone is important. Ethical conduct is always maintained being honest to every member and refrain from any practices of deceitfulness. Friendliness and understanding go all along to create an atmosphere of excellent teamwork. A simple smile brings cheer in a work place and always put the best face forward every day at work. To maintain a positive can - do attitude despite some stressful circumstances.

A person makes mistakes, everybody make mistakes. If a certain mistakes is admitted it shows sincerity. Simply admitting mistakes is a good example of a professional at work or anywhere in the course of someone's career.

Reactions from anybody is just normal and do not be surprised at how understanding people will be the moment a person admits that he made a mistake out of his work. When realized that nothing has been accomplished even a single output, decide when to talk to the top management and do not be reluctant and afraid to tell the manager or boss. Competence is the peak

of what an employee says that he can do and what he actually can do at work. Competent employee knows his job and skills he is capable of doing. Be reminded that being competent is not arrogance instead an honest display of ability. It is possible to take a leadership role whenever necessary, to show willingness to accept responsibility and be productive. A leader that is successful inspires others and empowers them to succeed. People watch what a leader do more than what he says; the first to demonstrate integrity in the way he speaks, acts, and treat his colleagues and the clients as well. It is believed that anybody can be a leader.

Regarding personal issues, it is better to leave those issues at home. Refrain from utilizing the time of the company for personal issues; these issues are considered by top management when it is required, and employees should not discuss personal issues during office hours to keep the office environment free from partialities that concerned productivity. At all times, employees should demonstrate the core values of professionalism. The appropriate attire, etiquette, and dedication towards their job, to name a few, are necessary. A number of key impressions are at the heart of image and business etiquette. An employee should be aware of how his personal and professional image, behavior, and outfit at work, and other employees' perceptions assist or hinder his progress in the workplace . An employee and leader have the willingness to give up something to come up with a unified organization or company image; to acknowledge that corporate world etiquette is not concerning the firm handshakes rather it is concerning on putting others at no difficulty. Remember that a person performs business with which he is most comfortable working together.

Every employee should project a positive business appearance as it is recognized that those who dress in a professional manner behave in the same way. It takes just a quick glance for someone to evaluate a person the first time, to form an opinion regarding the appearance, body language, demeanor, mannerisms, and outfit. An employee who does not take time to uphold a professional look presents the image on not being able to perform sufficiently on the work. Being polite in speech and body language are necessary to establish a good working relationship at the workplace by saying “ please” and “ thank you” to others.

The basic standards of individual professionalism are universal; it is a set of responsibilities set forward by a group for its members to follow and pursue. To incorporate professionalism in the workplace is a vital component for any corporation that desires to achieve accomplishment. Professionalism is a performance with effort by all the members within the workplace to give the highest of their capability every day and to concentrate on good quality of service and work. It is very important that organization set certain criterion that all members within the organization understand and should follow easily.

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