

## Workplace Ethics

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Complete table by listing workplace ethics, the importance of having that particular ethic in the job market, methods of obtaining the ethic and resources to obtain the ethic.

Workplace Ethics	Importance of having that particular ethic on the job	How would you obtain the ethic?	Resources to obtain the ethic
Honesty	People know that you can be trusted with money, materials, and other important job components	By practicing being honest with family, peers, in extra-curricular activities and on the job	Parents Teachers Church Friends Employers

1. Why is it important to practice effective verbal, nonverbal, written and electronic communication skills?
  
2. Why is it important to use leadership and team member skills in problem solving situations?