

Being a Good Employee

BEING RESPONSIBLE

Responsible means being reliable and dependable. Finish each of the sentences below with an action you think a responsible employee should take.



1. If I oversleep on a work day, _____

4. If I see something at work that is unsafe, _____

2. If I yell at a co-worker, _____

5. If I make a mistake at work, _____

3. If I have extra time after finishing a task at work,

6. If I think a work task is not being done right,

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BEING ETHICAL

Ethics are a person's sense of right and wrong. A person with good ethics always tries to do what is right. Read each situation below. Describe what you think the employee should do.



Shana works at a fast-food restaurant that sells deli sandwiches. She drops a stack of turkey meat on the floor. Usually, she would throw it away, but Shana knows the turkey supply is low. No one saw her drop the meat and only the top piece hit the floor. What should she do?

One day at work, Pauline heard Dino and Sean talking about a problem with the delivery door. The next day, the delivery door was broken. No one seems to know anything about it. Should Pauline tell what she heard or wait for Dino and Sean to tell what they know?

By mistake, Colleen dropped a check into the paper shredder. She will have to get a new check from the customer. Should she handle the problem on her own by calling the customer? Or should she talk to her boss about it?

Michael sells tickets at a movie theater. His 14-year-old sister wants to see an R-rated movie, but her parents are not with her. She has asked Michael to let her in. They both think their parents would say it was O.K. What should Michael say or do?