

EMPLOYABILITY SKILLS

(10345–10350)

WHAT IS A WORKPLACE VALUE? – TUTOR SUPPORT SHEET

A workplace value is a value or type of behaviour which would be expected of every employee in terms of the way he/she behaves in a job, eg honesty, respect for others.

Others may include:

- being reliable
- taking pride in my work
- respecting others
- being punctual
- having a good attitude
- providing a quality service
- being trustworthy
- adhering to the rules
- being honest
- being loyal
- being professional
- following company rules and procedures
- having a good work ethic
- having a responsible attitude
- complying with H&S regulations
- meeting responsibilities at all times
- completing tasks on time
- attending work regularly
- working as a member of a team
- being polite to customers
- getting on well with others
- having good manners
- being clean and hygienic
- maintaining confidentiality

This list is not exhaustive. Other examples of workplace values could be used.

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OCR Resources: *the small print*

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