

CAREERS and CAREER CHOICES

Grade 12
Term 3

Lesson 4: Ethics and work



Let's see if you were correct:

- 1.CCMA
- 2.EEA
- 3.LRA
- 4.BCEA
- 5.COSATU
- 6.Name two groups of people the LRA does not apply to.



Complete on Activity 1

1. CCMA- the Commission for Conciliation, Mediation and Arbitration
2. EEA- Employment Equity Act
3. LRA- Labour Relations Act
4. BCEA- Basic Conditions of Employment Act
5. COSATU- Congress of South African Trade Unions
6. Name two groups of people the LRA does not apply to:
Secret service, Nursing unions, National Defence Force.



Important Definitions:

Work Ethics: Rules of behaviour at work.

Self-Actualisation: to achieve your potential and feel good about yourself

Societal Expectations: what people believe you should do or how you should behave in the work environment.

Principle: in the context of work, it's the basic rule that explains how something works.

Dismissal: the act of ordering someone to leave "being fired"



CAREERS and CAREER CHOICES



Ethics & Societal expectations

ORGANISATION-
manage your time and
tasks and even other
people.

FLEXIBILITY- you are
willing to do a job that
is not necessarily in
your job description for
the benefit of the work
environment.

ATTITUDE- you have a
positive attitude
towards your job.

INITIATIVE- be
someone who can work
without direct
supervision.

DEPENDABILITY- you
are honest, reliable and
on time.

HONESTY- This includes
NOT stealing, owning
up to your mistakes.
Not lying about sick
days to get a free days
leave.

APPEARANCE- you
dress appropriately for
your job. Showing
respect to your
employer.

MENTORING- pass your
wealth of knowledge
and experience on to
others.

PUNCTUALITY- arrive
at work on time and
meet your deadlines.

WORK AS A TEAM-
respect one another
and do your part!

ADAPTABILITY- you are
able to cope with
change, you accept
criticism to work more
effectively.

PRODUCTIVITY- you do
your job and have
something to show for
the time you have
spent doing it.

CO-OPERATION-
getting along well with
others in your
workplace and
respecting one another.

Important Definitions:

There is such a feeling of value and fulfilment that comes with working. When you earn your first paycheck, I promise you, you'll feel on top of the world. Why? Because of the sense of achievement. However, we will only find value in our work if we have **passion**- that means enjoying the work we do. That is why it's important to choose a career you will enjoy. If you have meaning in life and feel fulfilled in your work, you have **self-actualisation**.



CAREERS and CAREER CHOICES





EXAM TIPS!!!!



SECTION B: EXAM TIPS!!!!

Read the extract below and answer the questions that follow.

WORKER SUBMITS FRAUDULENT MEDICAL CERTIFICATES

A worker at a well-known company took sick leave in the first term of 2019 from 7 to 9, 14 to 17 and 21 to 24 January. The employer discovered that the worker had submitted fraudulent medical certificates.

Firstly, we need to know that this question is part of Section B in the paper which means it is **compulsory**. Secondly, read the caption in the box as it gives CONTEXT to the question.

- **2.1. Identify the relevant Labour Act related to sick leave in the scenario above and give THREE reasons why workers should know the regulations on taking leave. (1+3) (4)**
- **2.2 Discuss THREE possible reasons the employer came to the conclusion that the worker's medical certificates in the scenario above were fraudulent. (3x2) (6)**
- **2.3 Recommend TWO practical ways in which employers could reinforce work ethics to counteract absenteeism in the workplace. For EACH answer also indicate how EACH measure may improve the work ethics of workers. (2x3) (6)**

When answering Question 2.1, take note that the mark allocation is 1+3. Meaning the first part to identify is 1 mark and the THREE different reasons make up the other THREE marks.

Question 2.2 is going to require that you DISCUSS three different possibilities. It's important to qualify your statement well to get TWO marks per point. ONE mark for statement and ONE mark for qualifier

Question 2.3 requires you to use higher order thinking. You need to recommend a practical way how the EMPLOYER can prevent absenteeism and then qualify your recommendation and for the 3rd point indicate HOW that suggestion would improve the ethics of other workers.

REFLECTION



- Why do you think young adults change careers so frequently in pursuit of happiness?
- In your opinion, how has the recent COVID- 19 pandemic and loadshedding influenced this trend?
- How could you become a leader amongst your peers to promote an ethical approach towards your final examinations?