

PSA advice: Maintaining professionalism in the workplace

In navigating the complexities of a professional environment, it has come to the PSA's attention that issues relating to absenteeism and alcohol consumption during working hours are increasingly prevalent. Such behaviour jeopardises individual careers and impacts on the integrity and productivity of the entire organisation. These following advisory aims to provide guidance on how to uphold professionalism at work and avoid detrimental consequences.

Understanding consequences

Absenteeism: Frequent unexplained absences can lead to disciplinary action, including dismissal for abscondment. Consistent attendance is crucial for maintaining trust and ensuring that team responsibilities are met.

Alcohol consumption: Consuming alcohol during working hours can impair judgement and performance, leading to serious safety concerns and decreased productivity. This behaviour may also result in disciplinary measures, including termination of service.

Guidelines for professional conduct

Be present and accountable: Make a conscious effort to arrive on time and fulfill your work commitments. If you are unable to attend work owing to illness or personal matters, communicate with your supervisor promptly and provide the necessary documentation.

Avoid alcohol during working hours: It is imperative to refrain from consuming alcohol whilst on duty. If you feel stressed or overwhelmed, seek support through appropriate channels rather than turning to substances that could impair your performance.

Seek help if needed: If you are struggling with absenteeism or alcohol-related issues, consider reaching out to available support services, including employee assistance programs. There are resources designed to help you address these challenges before they escalate.

Maintain professional relationships: Foster a positive work environment by respecting your colleagues and maintaining professionalism in all interactions. Support one another in adhering to workplace standards.

Understand your rights and responsibilities: Familiarise yourself with workplace policies regarding absenteeism and substance use. Knowing the rules can help you navigate challenges more effectively and avoid pitfalls.

Importance of healthy work environment

A productive workplace is built on trust, respect, and accountability. By adhering to these guidelines, you will protect your career and contribute to a positive organisational culture.

The PSA encourages members to reflect on their professional behaviour and make conscious choices that align with the Union's values. Your career is an asset. By being mindful of your actions and their impact, you can ensure a successful and fulfilling professional journey. Commit to fostering a workplace that reflects dedication to excellence and integrity. Stay professional. Stay accountable.

For further assistance or to discuss concerns, please contact your PSA shop steward or PSA Provincial Office.

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