Workplace ethics is a vibrant topic, but in the digital age, where ethical violations can quickly be discovered and big ones exposed internationally on the Web in mere minutes, employers are more concerned than ever. The key prevention concept is grasping how relatively small indiscretions, easily rationalized, can help pave the way to larger events with significant consequences. Every employee is on the front line in the fight to maintain an ethical workplace. Whether it’s grabbing a few company ballpoint pens on the way home or serious infractions that might lead to dismissal, there is a prevention signal worth paying attention to that accompanies nearly every incident: a thought of awareness that says, “Don’t do it.”

When solving problems and searching for new ideas among your workgroup or team, take advantage of the problem-solving capabilities of every member, but especially those who bring unique perspectives based on diverse life experience, background, gender, race, culture, or worldview. This strategy is based on a principle called “standpoint theory.” Standpoint theory means that each person possesses a unique perspective, but the more divergent from the norm the background, life experience, or cultural orientation of the employee is, the more diverse and valuable that perspective might be. Standpoint theory can better leverage the talents of your team. It also recognizes in practical terms the inherent capabilities of your group’s diverse makeup. Another key value of standpoint theory is its ability to prevent “groupthink,” a situation in which everyone from the dominant or similar background within the group tends to believe the same thing. This unwittingly walls off the group from the opportunity to see the best solution. Who we are and where we've lived and what culture, race, or life orientation we experience all contribute to our individual perspectives. This greatly determines how we view problems and set out to solve them. This is what makes diversity in the workplace so valuable, and it is why it is a resource that can advance the mission of your organization.

Tardiness: Ripple Effects that Add Up

Tardiness is a silent hit to productivity. Being 10 minutes late to work may not seem like a big deal, but like many small expenses that create a large hit to your pocketbook, tardiness can add up. Like ripple effects from a rock thrown into a pond, tardiness reverberates throughout an organization. If you’re frustrated about coming in late and puzzled over your inability to correct it, get counseling help to curb it.
Giving Feedback to Your Boss

You can give constructive feedback to your boss with less unease. The key is making it fully formed, thoughtful, and delivered with timeliness and tact. Do manage your emotions so you're calm and these crucial elements don't go missing. Your approach: View feedback as a way to enhance your workplace. Doing so will naturally cause you to exhibit a positive attitude. You will avoid a negative tone or approach seen as unwelcome complaining or attacking your boss. When you deliver feedback positively, you are not a pest but a welcome guest. For added receptivity, request permission to give feedback. For example, “I have some thoughtful input on this project we are involved in. Is it okay to share it with you at this time?”

Alcoholism Awareness Month: Self-Diagnosis and Referral

It is a myth that alcoholics do not seek help on their own. Like other illnesses, a sense of urgency usually drives the decision. It happens every day by accurate information about the illness arriving in combination with some adverse incident related to alcohol. If you're thinking, “that sounds like me,” your next step is an assessment by an experienced professional. Try calling IMPACT Solutions, your employee assistance program, at 800-227-6007, or seek out an addiction medicine physician, whom you can find in your area by visiting the membership link at www.asam.org (the Web site for nonprofit association that addiction medicine physicians join).

IMPACT Solutions—We Are Here For You!

Remember—your IMPACT Solutions Employee Assistance & Work/Life Program is available to you, your household members, dependents, parents and parents-in-law 24 hours a day, every day of the year in over 200 languages! Qualified mental health professionals are always ready to help you with everyday life issues like stress, problems with teens, conflicts with co-workers, marital strife and so much more. Whenever you need assistance, all you need to do is call 800-227-6007 and we'll be here to help.

Making More of Your To-Do List

There are secrets to successful to-do list management. When tallying your crucial items, do the following to maximize the benefits of this time-tested tool. (1) Add the time needed to each task for its execution; (2) add deadlines to each item; (3) add subtasks for each task that requires multiple steps; (4) draw a line between related items (e.g., get haircut, pick up milk at grocery store); (5) mark whom to delegate the task to, if appropriate; (6) add more items to your list than you can accomplish. Why the last addition to the list? You will discover some items drop off as unnecessary. This strategy alone can increase productivity 20 to 50 percent. Does the above make you feel like you will be planning all day? You won’t be. Rule #1: It is always worth the time to plan, because time saved makes up for the few minutes involved in the to-do list planning exercise.

Information in IMPACT on Wellness is for general information purposes only and is not intended to replace the counsel or advice of a qualified health professional. You can contact IMPACT Solutions for professional counseling and guidance 24 hours a day at 1-800-227-6007. IMPACT on Wellness is copyright protected by DFA Publishing LLC, 2015.
Did You Know...

**That IMPACT can help with Healthcare Decision Making?**

Planning for the future is extremely important…it is also something that can bring about a lot of stress. April is the month that reminds us of this important issue through an initiative called National Healthcare Decisions Day. The goal of this initiative is to educate individuals about the importance of advance care and end-of-life planning and empower them to examine their options. Oftentimes our lives get so busy that we forget to plan for the future…let IMPACT help!

Here are just a few of the ways that the IMPACT can assist you with these crucial decisions:

- Access your complimentary face-to-face sessions to meet with a professional counselor who can help you examine circumstances in your life that would impact this decision-making process.

- Contact an IMPACT Solutions Legal Specialist that can connect you with an attorney in your area that specializes in advanced directives. This 30-minute consultation can help answer questions and let you know what is needed from a legal standpoint to make sure your wishes are honored.

- Log on to [www.myimpactsolution.com](http://www.myimpactsolution.com) and under the aging tab you will find a ‘planning for the future’ category. Not only will you find the basics on advanced directives but you’ll also have access to state-by-state regulations and legal documents needed to begin the process.

Don’t wait…there is no time like the present to start thinking about the future of your health and well-being!

**Forgot your username? Having trouble logging in? No problem, give us a call at IMPACT Solutions, 800-227-6007.**
Most people experience some anxiety as a regular part of life. But daily worry, trouble sleeping, physical symptoms, and difficulties with others at work or home could mean you should seek professional advice. Your Employee Assistance Program is here to help you identify your anxiety, learn strategies to control it, and find help to move beyond it.

Available anytime, any day, your Employee Assistance Program is a free, confidential program to help you balance your work, family, and personal life.

WEBINAR
Disrupting Negative Thoughts
Apr 21st —12 pm, 2 pm ET
Learn how to gain control over negative thoughts and increase recognition of the positives occurring in your life.

TOLL-FREE: 800-227-6007
WEBSITE: www.myimpactsolution.com