

## Activity 2 Appropriate or Inappropriate?

In the table below give one example of appropriate and inappropriate behaviour in each category!

CATEGORY	APPROPRIATE BEHAVIOUR	INAPPROPRIATE BEHAVIOUR
ATTENDANCE AND PUNCTUALITY		
ABSENCE		
PERSONAL APPEARANCE		
WORKING ENVIRONMENT		
LANGUAGE AND BEHAVIOUR		
USE OF EQUIPMENT (INCLUDING ICT EQUIPMENT)		
USE OF PERSONAL MOBILE PHONES/ SOCIAL MEDIA		
HONESTY AND INTEGRITY		
FOLLOWING INSTRUCTIONS/PROCEDURES		