

19: Your responsibilities as an employee

Activity 1: Behaviour quiz

Try our simple quiz and see how much you know. You will see multiple choices for each of the 7 questions. Select the one you think is right.

Question 1 Which of these will make the best impression on your first day?

- A positive, enthusiastic attitude
- Wearing a new outfit
- Your extensive knowledge of Netflix

Question 2 Someone tells you a piece of gossip about one of your new workmates. You:

- Tell the next person you meet at work
- Say nothing but don't repeat it
- Post it on social media

Question 3 There is a bit of a personality clash between you and another worker. Your best bet is to:

- Avoid them as far as possible
- Speak to them on your own. Tell them you feel you're not getting on very well and ask them if you can sort it out together
- Have an argument in the middle of the workplace

Question 4 Which of the following is NOT a protected characteristic?

- Gender
- Religion
- Musical Taste

Question 5 Whose feelings are important for something to be considered bullying or harassment?

- The person being bullied or harassed
- The manager
- The person who is behaving inappropriately

Question 6 Do you have to tell the other person to "stop" their behaviour before it counts as harassment?

- Yes
- No

Question 7 If everybody thinks that telling certain types of jokes (for example, sexist or racist jokes) is all right, can we do it?

- Yes
- No

Answers

How did you do? Look at the answer sheet to work out your score.

Question 1

The answer is A (a positive, enthusiastic attitude). This will always make the right impression. Employers want workers who are keen, willing and pleasant. Generally speaking, employers are not looking for the latest fashions or designer gear. They'll be quite happy with neat and tidy.

Question 2

The answer is B (say nothing but don't repeat it). It's not a good idea to get on the wrong side of any of your new workmates so be careful. Once you've been in long enough, you'll know who you can talk to in confidence, but remember that office or workshop gossip can be a dangerous thing.

Question 3

The best answer is B (speak to them). You could have got it wrong so don't make any assumptions. Maybe something else is bothering them, maybe another worker told them you've been gossiping about them (which you haven't) or maybe they are a bit off-hand with everyone.

Hopefully, it's something simple that can be sorted out with a quick chat. It often is. Even if it isn't, don't be aggressive! If it's becoming a problem the next step is to talk to your supervisor.

Question 4

The correct answer is C (taste in music). The other 2 options are protected characteristic and this means that any unwanted behaviour towards someone because of these characteristics is harassment.

Question 5

The correct answer is A (the person being bullied or harassed). It is the impact the behaviour has on them by making them feel intimidated or offended, even if the person who behaved inappropriately didn't realise they were being offensive.

Question 6

The correct answer is B (no). The person being harassed may not feel comfortable doing this and prefer to talk to their manager instead.

Question 7

The correct answer is B (no). Sexist or racist jokes are offensive, relate to protected characteristics and are considered harassment - it doesn't matter if some people find them funny.