

# 19: Your responsibilities as an employee

## Activity 2: Appropriate or Inappropriate?

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

Category	Appropriate	Inappropriate
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		

Category	Appropriate	Inappropriate
Attendance and punctuality	Starting work on time	Being late for meetings
Absence	Contacting your manager if you are unable to attend work for any reason	Staying off work and not letting your manager know
Personal appearance	Wearing correct uniform provided	Dressing inappropriately for the role
Working environment	Keeping your workspace tidy	Leaving confidential paperwork lying about
Language and behaviour	Treating your colleagues with respect	Using offensive language
Use of equipment (including ICT equipment)	Only using work equipment for business	Using work laptop to shop online
Use of personal mobile phones/social media	Only making personal phone calls during your breaks	Posting about your work on social media
Honesty and integrity	Always being honest	Stealing from your employer
Following instructions/procedures	Completing tasks as directed	Ignoring deadlines