

Workplace Behaviors

Circle behaviors you think are inappropriate for the workplace. Write why you think the appropriate behavior is acceptable for the workplace.

1. Arriving to work 15 minutes late.
2. Taking office supplies, such as pens or paper.
3. Bringing a doctor's note to work after you have called in sick.
4. Using company money or resources for personal use.
5. Offering to help your coworker with a project.
6. Instant messaging your friends when you don't have any work to do.
7. Not learning what your responsibilities or duties are.
8. Complaining about your job or coworkers.
9. Asking your boss if you can talk to them about a problem you're having in the office
10. Complaining to your coworkers about your boss.
11. Writing about your job on blogs or social networks.
12. Letting your personal life interfere with your job.
13. Gossiping
14. Calling in sick because you were up late the night before.
15. Telling your coworker you can't help them because it's not part of your job.

16. Taking long lunches or leaving early; calling in sick too often.
17. Using your work computer for personal use—instant messaging, Internet
18. Waiting until your lunch break to talk to your coworker about your plans for the weekend.
19. Writing a message on Facebook or tweeting about your coworker who was fired.
20. Asking your boss if you can help with anything when you have finished your work.