

**Appropriate Workplace Behaviour – test your knowledge with our quiz –
answers and guidance**

Statement	Answer
Behaving appropriately means not having a laugh with work colleagues	False - We need to differentiate between 'laughing with' and 'laughing at' and be aware that making an individual the butt of a joke and/ or continuous repetition of that may be deemed inappropriate
Behaving appropriately means being courteous to colleagues you don't necessarily like	True –regardless of how we feel about a colleague personally, we should treat all colleagues with respect
Each individual has to make it clear what behaviour is okay and not okay for them when they join the firm	False –the organisation should set the standards and codes of behaviour, it is not the responsibility of individuals to declare their own 'moral compass'
Managers have a legal obligation to provide a harassment free environment at work	True – managers are responsible for adhering to organisational policy and procedure and operate within the framework of current employment legislation. Employment Tribunals will examine the managers role in determining the outcome of a case brought against the organisation
Someone making inappropriate comments about their employers on Facebook could have disciplinary action taken against them	True. If your employer can prove that the comments you have written have had a detrimental effect on the reputation of the company or you have given away sensitive information that causes harm, they could take disciplinary action. Every company should have a policy on personal use of the internet and social networking sites and give you clear guidance around what is acceptable and what is not.

<p>Someone who does not intend offence cannot sexually harass someone as it was unintentional</p>	<p>False – see above comment about 'moral compass'. The issue of perception arises here and again it is the responsibility of the organisation to ensure appropriate code of conduct / behavioural boundaries are clear and for the individual to take personal responsibility for their actions</p>
<p>If you laugh at a joke, you have no grounds to claim to be offended by it</p>	<p>False –peer pressure, fear of consequence etc may lead staff to 'collude' with inappropriate comments, especially where the person causing offence is in a more senior role. This could be a mitigation for not speaking up</p>
<p>It is fine to tell risqué jokes if you preface it with "I hope no one is offended by this . . ."</p>	<p>False –if you have to use this caveat there is likely to be a reason! i.e. that there is a strong possibility it may cause offence</p>

The information in this document is for general guidance on appropriate workplace behaviour and is not legal advice. If you need more detailed advice on your rights or obligations in specific situations, please contact an adviser or solicitor.