

# Module 5: Being an effective employee

## Student resource

### Introduction

The main purpose of a code of conduct is to set and maintain a standard for acceptable behaviour to all stakeholders in a company. It is a reminder to employees of what is expected of them. The code of conduct further highlights that actions should always be aligned with the ethos of the business. Schools and colleges also have a vision statement, values and code of conduct for all stakeholders (students, staff etc.) to follow and work towards.

In completing this module you will:

- Understand that schools, colleges and businesses have a code of conduct to improve their productivity and working environments for their students and staff
- Understand that similar to school / college, there are consequences and potentially negative impacts of not following code of conduct in the workplace
- Gain experience in answering interview style questions that are linked to values and conduct

Watch the [What should I wear at work](#), and [Bad behaviour at work](#) videos, and use the table below to identify similarities between workplace and school / college expectations.

### Activity 1 (30 minutes)

Values/ Conduct	Applicable in School/ College	Applicable in the Workplace	Explain why this is important:
Suitable dress code			
Good time keeping			
Respectful internet usage			
Appropriate mobile phone usage			
Respect for confidentiality			
Respect for diversity and culture			
Awareness of anti-bullying and harassment policies			
Appropriate personal behaviour e.g. language usage			
Not engaging in prohibited behaviours e.g. smoking, consumption of alcohol			

You are working as a technician in a chemical waste plant handling dangerous chemicals and equipment on a daily basis. Which elements of a code of conduct might be most important to you in your role as technician?

Use this space to answer:

Can you explain some of the consequences that might occur to yourself and the business by not following the code of conduct?

Use this space to answer:

You may find these example code of conducts from companies you might recognise to help you answer the scenario-based question above.

[Coca Cola](#)   [Google](#)   [Facebook](#)   [Independent](#)

## **Activity 2 (20 minutes)**

Using your understanding of code of conducts in the workplace, answer the following 3 interview style questions below.

**1. Why is it important that you think carefully about how you use your mobile phone during work hours?**

Use this space to answer:

**2. Why might dress code and appropriate clothing be important in different workplaces?**

Use this space to answer:

**3. What would you do if a colleague told you that they felt they were being discriminated or harassed in the workplace by another colleague?**

Use this space to answer:

**Activity 3 (30 minutes)**

Using the information provided by the employer during Module 3 (Company induction), choose two company values and prepare a 1-2 minute presentation to the employer that summarises how you can demonstrate them.

This activity will help you develop your final presentation to the employer audience at the end of your experience.