

Unwritten rules are things that most people will expect you to do but they are usually not spoken about or written down. These rules can be different in each workplace. If you are unsure it might be a good idea to ask someone at work.

Some common examples

- ✓ When you get to work you should say hello to people and when you leave you should say goodbye.
- ✓ In some workplaces it is usual to ask other people if they would like a drink when you make yourself one.
- ✓ You should try to be on time to work and to meetings, if you are late you should come in quietly and apologise.
- ✓ Try not to interrupt someone when they are talking on the phone unless it is an emergency.
- ✓ If someone asks if you wouldn't mind doing something, they are most likely telling you to do it and not actually asking.
- ✓ People don't always want honest answers, particularly if the honest answer is negative. For example, if someone asks how you are at the beginning of a meeting they most likely want you to just say you are good even if you are not.