

(Employee Name) – Example workplace rules

<b>Number</b>	<b>Rule</b>	<b>Why</b>	<b>Consequence</b>	<b>Benefit</b>
1	You must use appropriate language in the workplace. (see attached examples of appropriate/ inappropriate language)	People may be offended or feel uncomfortable if they hear inappropriate language. Although the person you are talking to may not be offended by this type of language (such as swear words), other people can hear your conversation and they might find it offensive.	(Line Manager) will be informed if this rule is broken and you will receive an email stating this rule has been broken. This will also be sent to (workplace support consultant). These will be recorded in your file.	If you don't use swear words or using bad language this reduces the risk of accidentally offending someone and helps you to maintain positive relationships with your colleagues.
2	You must discuss appropriate topics at work. (see attached examples of appropriate/ inappropriate topics)	Discussing inappropriate topics can offend people and make them feel uncomfortable. Although the person you are talking to may not be offended by these topics, other people can hear your conversation and they might find it offensive.	(Line Manager) will be informed if this rule is broken and you will receive an email stating this rule has been broken. This will also be sent to (Your workplace support consultant). These will be recorded in your file.	Colleagues are more likely to engage in conversation with you which will help to build positive working relationships.
3	During your lunch break you can only speak to others who are also on their lunch break.	Just because you are on your lunch break, does not mean other people are. Other people in the room are trying to work therefore you need to respect this and not interrupt their work. You may leave the office during your lunch break.	(Line Manager) will be informed if this rule is broken and you will receive an email stating this rule has been broken. This will also be sent to (Your workplace support consultant). These will be recorded in your file.	If you do not interrupt people then they can continue with their work. Having a productive team ensures success for the entire department. This will also help you to maintain positive working relationships with colleagues.
4	You can use the internet for personal use <b>only</b> during your break and lunch time.	You may use the internet during your lunch time and break time for personal use, e.g. checking your bank or reading the news. You must not use it for personal use when you are working as you are being paid to work during this time.	(Line Manager) will be informed if this rule is broken and you will receive an email stating this rule has been broken. This will also be sent to (Your workplace support consultant). These will be recorded in your file.	Only using the internet for personal use during lunch/break times will ensure you are being productive during your working hours. This will therefore reduce your levels of anxiety and make it easier for you to meet deadlines.