

Task Sheet (8)

Using the Internet and or books, the library, research good working practices, what would you consider to be good working practices and why?

Some to Consider:

* Time keeping
* Appearance
* Honesty
* Security
* Reliability
* Health & Safety
* Legal Issues
* Ethical Issues
* Trustworthy
* Up to date knowledge

Research and take sufficient notes to be able to create your table listing the pros and cons of each point you have listed.