



1 Job seeking

(2) Rules and behavior

When you work in Japan, you must abide by the rules and behavior of the Japanese workplace. Some basic rules and behavior of workplaces are set out below.

- ① You must get to your place of work by the start of your company's working hours (the hours that have been decided).
- ② You must not be late without a valid reason.



- ③ It is important to greet your coworkers and the people you report to at work.



- ④ Be sure to get in touch with your company if you are unable to come to work.



- ⑤ Carry out the job that you have been instructed to do accurately and using the correct methods.



- ⑥ Meeting people or making telephone calls for private reasons is not permitted in working hours.



- ⑦ Do not take home items from your company or use them for personal use without permission.



- ⑧ When you finish your job, clean and tidy up your work station.



- ⑨ When you go home, stay to the other people "O-tsukare-sama deshita" (Thank you for your hard work), or "O-saki ni shitsurei shimasu" (I'm going home now).



- ⑩ You can take holidays according to your company's calendar.
- ⑪ Depending on the circumstances, there may be cases where you have to work after company working hours (the hours that have been decided) or on holidays.

