



### Tip - Break Time!

**Personal phone conversations, texting and personal social media activities**

You might get interrupted by your phone ringing, receiving a text message, email or social media post. All these are private activities that should be avoided at work or done during your official breaks during the day. If it is a personal emergency you can answer your phone or text back and make any arrangements necessary. In case it takes longer or you need to step out we advise that you inform your co-worker and later clarify the situation with your supervisor.

In general, all private communications, phone or social media, should be done in your work break time.