

## Self-Test: Do you have these skills?

### Scenario A:

You have just started working in an office building and you share your work space with two other people. One day, after hours, when it's just you and one other co-worker, you see him taking office supplies. He sees you and asks if you want some too. What is your response?

Your Answer:



### Scenario B:

You are working as a Biofuels Processing Technician, it is your job to calculate, measure, load, mix, and process refined feedstock with additives in fermentation and monitor the production process. You just found out that new tax credits will be given to those who use biofuels in their machinery. This means there will be more demand for your product (fuel). Why is that important for company employees to know?

Your Answer:

## Answers:

### Scenario A

*Some people might feel trapped in this situation. Some might want to say 'yes' just so they can feel like they fit in and make friends with someone else in the office. That is not the right thing to do. Knowing the big picture means you understand business ethics and office policies. Stealing goes against both. Tell the employee no, and they should not take it either.*

### Scenario B:

*Policies, laws, environmental changes, competition, and more can effect factors that contribute to your work. Such as:*

- *Your customers' needs.*
- *The company's resources.*
- *Your work routine. You may need to increase or decrease your hours to meet production needs.*
- *The time needed to train new staff. New staff will need to be trained on the company's policies and procedures, safety regulations (OSHA), quality of your product, business ethics, and more.*



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