

Erasmus+ 017-FR01-KA219-037378 "My career in Europe"

Mobility in Patra, Greece from 17.11.2019 to 23.11.2019

Project Results

The goal of the mobility in Greece meeting was to present each country's cultural aspects in the workplace. Each country researched the most common "Do's & Don'ts" that describe best how people in each country dress/behave/act/react etc in their work.

Research Topics:

1. Dress Code
2. Interaction between Colleagues
3. Interaction between Employer – Employee
4. Interaction between Employees – Public/Customers
5. Working Hours
6. Job Interview
7. Free Time at work (Lunch Time, Office Party...)
8. Other occasions, special for your country (e.g. Carnival, Halloween, National Holidays, other)

The students collaborated in multinational groups and produced a presentation board for each topic. Then they combined all the information together and made a common brochure.

Dress code

LITHUANIA

WEAR:

> Men:

- Coat
- Shirt
- Suit

> Women:

- Suit
- Dress
- Skirt
- Blouse

DON'T WEAR:

> Men:

- Sportswear
- Jeans

> Women:

- Sweater
- Sportswear
- Jeans

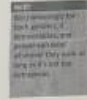
Standard dress code in Lithuania does not belong from women or men, it depends on the weather.

FRANCE

Actually, there is no dress code in particular but a chain which is important in France, because it's considered as the country of the fashion and of the fashion de haute couture, which makes of the French fashion world one of the most famous fashion events of the world.

So French dress code is mostly defined by fashion and because of that change all the time.

French people pay attention of their outfits and others judge them much about that. It's an important judgement criterion.



GREECE

the typical business look
skirts t-shirts a tie dresses
suit shirts

Some companies have a strict dress code, you MUSTN'T put at work

- o Yoga sweat pants and skinny jeans.
- o Anything that is too tight or too short or too wide.
- o Clothes with the shoulders out.
- o Anything that shows the chest, your back or the belly

- o No see through
- o Not animal print
- o Pjs
- o Crocs

AUSTRIA

Men

- dark-colored business suit
- tie
- white / light blue shirt
- single shoes
- Accessories: watch and ring
- make piercings and tattoos
- Conservative hair cut and hair styling
- Makeup and perfume is not common

Women

- business suits or conservative dresses
- elegant shoes (max height of heel: 5cm)
- subtle piercings and tattoos
- conservative hair cut and hair styling
- makeup and perfume is not common

- ✓ depends on industry, regional diversity and average age
- ✓ conservative and serious, but also stylish and modern
- ✓ during the summer → more informal
- ✓ appreciated to be dressed for the occasion = formal dress code for formal events

BULGARIA

Dress code for different events in Bulgaria

- For men: Men are expected to wear a suit. Most often preferred is a dark blazer with a light shirt and tie, which should not be too tight or long. The shirt should not be tucked in, but should be tucked in to the trousers.
- For women: Women should choose clothes that are not too wide or too tight. They should not wear too short skirts. It is preferable if you wear a blazer or jacket. The skirt should be modest and no shorter than 4 cm high. Body stocking is not worn.
- For children in Bulgaria it is not usual for men and for women, which sports and recreational clothes. Shoes must be comfortable.

For men in a suit, which is not too tight or long. The shirt should not be tucked in, but should be tucked in to the trousers.

For women in a suit, which is not too wide or too tight. They should not wear too short skirts. It is preferable if you wear a blazer or jacket. The skirt should be modest and no shorter than 4 cm high. Body stocking is not worn.

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Interaction between Colleagues.



Interaction between colleagues

- In Bulgaria, interaction between colleagues is very important if the work is collective. Most people prefer to work in a team because they exchange a lot of information and share the resources given to them by the company. The collective mindset of Bulgarians is what sets it apart. In most places in Bulgaria we just don't meet and allow people to communicate for long.



Don't:

- Don't complain about your boss or colleague who isn't there.
- Don't make rude comments.
- Don't spread rumors.
- Don't be too competitive.
- Never discuss politics or religion at work.
- Don't be too ambitious.

Do's:

- Make friends with your colleagues.
- Maintain good manners.
- Give your coworkers credit. You are like an employee who needs ideas.
- Offer help to your coworkers or ask for it.
- Respect all your colleagues equally.
- Give your coworkers some constructive criticism.



- Reach office on time.
- Leave all your personal problems out the moment you step in the office.
- Greet your fellow workers with a smile.
- Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
- Learn to own your mistakes.
- Never take undue advantage of your position.
- Respect each other's privacy. Stay away from controversies. Do not spread rumours around. It is strictly unprofessional.



Interaction between Colleagues

In France, interaction between colleagues is generally good but it depends of the work where they are.

When you are in a more big company sometimes you are just in your desk and you don't talk to the others because you have to work a lot. You just have to communicate with the others for talk about work. But more often you can have good relations with your colleagues when you are in a small company because there are less secrets so you can know more your colleagues.

It also depends of the others, and if you like your colleagues if you want to communicate to your colleagues.



- Austrians need a little time to open up, avoid asking intrusive questions about their personal life.
- personal distance - at least get into the lounge.
- disagreeing opinions are understandable.
- discussion can become heated.
- try to avoid conflicts, but if you have one, go for lunch together to solve this.
- preference for last names and titles.
- it depends on the company culture whether the informal or formal form is used.

Interaction between Employer - Employee



- 1) Trust - "work-tust"
- 2) personal distance!
- 3) saying last name & title!
- 4) communicate! - not smth. if you have to

Don't:

- interrupt
- do whatever you want
- listen to the Employee
- cause problems - solve them



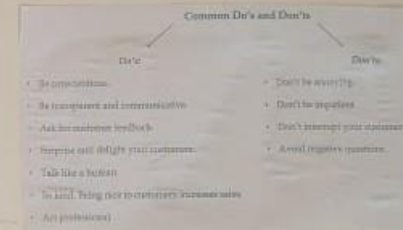
Between employer and employee is responsibility the employer and should have to respect your employee. You have to see an employee's individuality and you can't have a family relation with your employee. It's not a friend that you can be in France. Before that you just don't put your employee's advantages in a big category and if there are many workers.

The individual is not a relation of authority people because he is not communicating with you and he has a kind of power on you.

You also have to respect to what your employee want and do your job for the best rights on with them because sometimes you have to be great in your job for total one.



In Germany, employees tend to view all their employees as equals. There must be harmony in the workplace and the employer must provide it. Employees are always excited to participate in Europe's the relationship between employer and employee is almost equal.



The employer-employee relationship is at the root of any team's success.

1. RESPECT
2. COMMUNICATION
3. SUPPORT
4. APPRECIATION
5. CONCLUSION



Strong employer-employee relationships are not built overnight. It takes time to build trust, respect, and understanding. However, by understanding the elements that go into effective workplace relationships, you can focus more on establishing those bonds with your employees.

INTERACTIONS BETWEEN EMPLOYEES - PUBLIC



• very formal
 • the customer is the KING
 • the notion of respect is very important.



Make yourself available to all. An employer's role is not only to sit in closed cabins but to interact with his customers / public and find out what they are up to. Leave all your personal problems out the moment you step in the office.
 Greet your customers with a smile and be polite.
 Avoid being partial towards anyone. Treat all the people as one irrespective of their level in the hierarchy, educational qualification, caste, race or family background. Do not give special treatment to someone just because he is your family friend. Personal relationships must not be mixed with professional commitments.

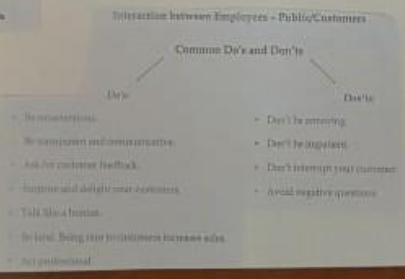
You have no rights to share confidential information with any of the external parties under any circumstances. Data in any form must not be leaked to anyone who bears no relation with the organization.



Interaction between employees and public/customers
 • If the job is related to customer communication then the employee must first be polite. He must always be understanding of people and help them when they need it.



- formal pronoun
 ↳ to people → older
- Shaking Hands
 ↳ greeting
- employees work independently
- Punctuality
- Dinner- invitations





Working hours

GR: Greek people have one of the highest work rates among the OECD countries with individuals working 2,109 hours a year, which is much higher than the OECD average of 1,749 hours

According to Eurostat: employees in Greece work on average 42 hours per week compared to a European average of 40.3 hours per week.

Banks are open from Monday to Thursday from 8am to 2.30pm and on Friday from 8am to 2pm

Shops open from 9am and close between 2.30pm to 3pm on Monday through Saturday; they also open in the evenings from 5pm to 9pm on Tuesdays, Thursdays and Fridays

AU:

- Monday-Thursday → 8.00-17.00 (flexitime common, 1/2 h lunch) Friday → 8.00-15.00 closed
- 8.00-19.00 (or -21.00) closed on Sunday
- 8.00-12.30 and 13.30-15.00 Thursday → until 17.00 closed



LT:

WORKING HOURS
In Lithuania, working hours does not belongs from women or men, it's the same numbers of hours. Mostly it's from 8 a.m. to 5 p.m., in some workplace from 7 a.m. to 4 p.m., its belongs from workplace. But just Fridays it's can be from 8 a.m. to 3 p.m. Workplace does not differs, you are women or men, you have to work same hours. Workplace whose what time they need to work, it doesn't matter it will be morning or office work.

BG:

WORKING HOURS
Working hours in Bulgaria are standard. Most items of here end with at 5pm. The night shifts are also at a clock, but at a much higher level. Night work is forbidden for pregnant workers and workers with children.

FR:

	Elementary school
Working hours	<ul style="list-style-type: none"> Elementary children between 6 and 11 years old Elementary school start at 8.30 am and end their day at 4.30 pm On Wednesday, Friday and Sunday, the children don't work There is a lunch between 11.30 am and 1.30 pm, so that the children can eat Children can't go to work, go to the school, or elsewhere, to eat
Lunch time	
	Secondary school
Working hours	<ul style="list-style-type: none"> Elementary children between 11 and 15 years old Secondary school start at 8.30 am and end their day at 4.30 pm On Wednesday and Sunday, the children don't work On Saturday and Sunday, the children don't work They work on Wednesday mornings, between 8.30 am and 12 pm There is a lunch between 11.30 am and 1.30 pm, so that the children can eat Parents can't go to work, go to the school, or elsewhere, to eat
Lunch time	
	College
Working hours	<ul style="list-style-type: none"> Elementary children between 15 and 18 years old College usually start at 8.30 am and they can work until 6 pm On Wednesday and Sunday, the children don't work On Saturday and Sunday, the children don't work They work on Wednesday mornings, between 8.30 am and 12 pm There is a lunch between 11.30 am and 1.30 pm, so that the children can eat Parents can't go to work, go to the school, or elsewhere, to eat
Lunch time	
	Higher learning
Working hours	<ul style="list-style-type: none"> Elementary school after the University of Massachusetts. Students prepare themselves to the world of work If they are in full, usually usually work in the morning, or day in the afternoon. Although they are in class only a part of the day, they work a lot at home, because they have a high quality of work They don't go to school on Saturday and Sunday
Lunch time	<ul style="list-style-type: none"> If they are in other schools like Yale, the work hours change, and most of the time, there are the same as the College They are also do internships, in order to better understand what their job is all about Students in general don't work to eat



Job interview

AU:

- application documents (put in a folder)
 - ✓ CV (with passport photo, tabular form)
 - ✓ letter of application (max. 1 page, write why you are the best for the job)
 - ✓ References



- ✓ Punctual
- ✓ formal dress code
→ inspection of outfit!

BG:

- At a job interview, you must wear a suit or at least a suit and tie if it is for men.
- The general rule is sufficient to have formal wear when going to an interview. They can wear a dress or skirt with a shirt and tie should should not be more than 4 cm past and have a thin waist.



GR:

Show your best self

We need to feel comfortable with what we wear. This has a direct impact on how we stand, how we sit, and how we talk. Comfort creates confidence and ultimately opportunity. We are asked to do everything we can to have as much momentum as possible that day. We are interested in giving the best possible image as a whole. We have to be **our best selves**.



Cleanliness

An unobtrusive rule, we must be clean and well-groomed. At every age, every sex, every field of work. This means shiny, well-groomed hair but not extremes. It is not necessary, but if we want we can make natural makeup that suits the time of interview and our age.

FR: ↓

- **Appearance**
- It depends on the company you are applying to. It's for a very formal job or not, and what you have to do at your company. It's not about the dress, but about the appearance of the business. The business is not about the dress, but about the appearance of the business.
- But in most cases, it's not about the same way.
- You have to look at yourself and your appearance. What is your best look, which has you worked before.
- Also, you have to know that there are still inequalities of salary between men and women. In general, women earn, on average, 82% of the salary of men for the same job.

LT:

JOB INTERVIEW

In Lithuania job interview is the same for men and women, you just have to have experience in that job, it's the same thing it's outdoor work or office work. But you just have to remember:

- do some research about that job;
- prepare to emphasize how you fit with the company;
- practice the most common questions;
- dress accordingly;
- have some follow-up questions;



Freetime

France

At work, you have some free time. First the bigger one is the lunch time. Generally at 12p.m., you have between one to two hours for eating. But you also have some free times: the morning and the afternoon for take a break because without you can't be in 100% all the day and it's your right.

In some companies, there is office party and with those ones you can learn to know your colleagues and the others. Generally this is the employer who organizes a party but sometimes this is employees themselves. Often, this is for Christmas, New Year and big occasions like that.



Bulgaria

Free time at work

- There are several holiday options in Bulgaria. If you are in a big industry the vacation is 3 times. The first break is 15 minutes lunch break is 30 minutes and one after lunch again 15 minutes. But if you work in a small business you have 2 breaks but both are 30 minutes each.

Once a year before the holidays, a banquet is organized by the employer. At a banquet, employees can relax and have fun.

Greece

When we refer to breaks we mean the time intervals pause of daily work according to which the worker receives his lunch, his collage or just rest. The break constitutes in the first place time, which does not extend its daily schedule, not included in it, it is not a time for real work and during the break the employee can be removed from his the workplace for as long as this lasts



Lithuania

- 1 hour per day for lunch
- zones with table football, seatings
- usually we order food for lunch

Austria

- ✓ lunch time
 - Take own food
 - going out for lunch or eat with colleagues in office
- ✓ coffee break
 - Drink coffee
 - Smoke - in seperated rooms or balcony
 - Talk to colleagues



Other occasions

France

Other occasions, special in France

France has 11 public holidays, and in all these are linked with the Catholic religion.

Day	Public Holiday	Catholic origin
1st of January	New Year's Day	Epiphany
1st of May	Labour Day	Ascension Day
15th of August	Assumption Day	Assumption Day
11th of November	Armistice Day	Armistice Day
15th of November	All Saints' Day	All Saints' Day
1st of December	St. Nicholas Day	St. Nicholas Day

In addition, in France and in the territories where people enjoy two additional public holidays: Good Friday (Good Friday), and St. Stephen's Day.

Bulgaria

Public holidays in Bulgaria

What you get in a public holiday is that you get a day off from work and school, and the celebration, the traditions, the customs, the rituals, the music and the dance. In your hometown and in the surrounding areas.

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Public holidays in Bulgaria are a distinctive of the Eastern Orthodox Church. As the Bulgarian name implies, "Bulgarian" (Great Day), which is one of the most important holidays in the Bulgarian calendar and usually with Public Holiday, the only week made up of the Great Day.

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Greece

- March 25th, The Greek Independence
- Day May 1st, Labor Day
- October 28th, National Anniversary
- November 17th, The Polytechnic Uprising against the Junta

- January 1st, the New Year's Day
- January 6th, the Epiphany
- February-March, The Carnival
- March 25th, Feast of the Annunciation
- Easter
- May/June, The Day of the Holy Spirit
- August 15th, The Day of the Assumption of the Virgin Mary
- December 25th, Christmas

Lithuania

Other occasions

Lithuanians usually have 10 days per week, which they may not go to work, but they are still paid for those days.

- January 1st - New Year (the National Day)
- February 16th - Day of State Rebirth
- March 11th - Day of Independence (Reinvasion)
- June 1st by the Roman Catholic tradition - Whitsun (Easter Sunday)
- June 24th by the Lithuanian Catholic tradition - Stephen (Easter Monday)
- May 1st - Labour Day
- First Monday of June - Mother's Day
- First Monday of June - Father's Day
- June 24th - Independence (Mother of Liberty's Day)
- July 6th - Lithuanian Day of King Mindaugas Coronation
- August 15th - Lithuanian Virgin Mary Assumption Day
- November 1st - All Saints' Day
- November 24th - St. Nicholas Day
- December 25th - Christmas (First Day of Christmas)
- December 26th - Christmas (Second Day of Christmas)

Austria

- New Year: 01.01.
- Epiphany: 06.01.
- Easter Monday: Depends on the moon
- Labour Day: 01.05.
- Ascension Day: Easter dependent
- Pentecost Monday: Easter dependent
- Corpus Christi: Easter dependent
- Assumption Day: 15.08.
- National Day: 26.10.
- All Saints Day: 1.11.
- Immaculate Conception: 8.12.
- Christmas: 25.12. & 26.12.