

Workplace Issues

Surge Protectors

prevent against electrical fires

Monitor Outlets

control loose wires or fraying cords

Vertical Organizations

centralized and often used by large companies; follow a specific chain of command

Horizontal Organizations

decentralized; employees make more of their own decisions, communication is less distorted

Informal Communication

commonly known as the “grapevine”

Formal Communication

consists of upward, downward and horizontal communication

Family Medical Leave Act

affects employers when dealing with chronic health problems of employees

Occupational Safety and Health Act

ensures employers establish safe working conditions

Worker’s Compensation

program dedicated to providing insurance for work-related injuries

Equal Opportunity Commission

responsible for the “fair and equitable treatment of employees”

Workplace Policies

set of rules which define the professional manner within a company; many times written down and distributed in the form of a company handbook

Workplace Issues

Workplace Procedures

step-by-step descriptions of how duties or functions are to be performed within a job; can also be written down and distributed in the form of a company handbook

Social Networking

an online network of individuals where users can connect with other users through photographs, updates and common interests; Facebook, MySpace, Twitter, Friendster

Friending

to friend; to accept another user's friend request on a social networking website

Americans with Disabilities Act

protects employees with disabilities