



LIFE & WORK

DO NOT
UNDERESTIMATE
THE BASIC
STANDARDS
OF ETIQUETTE



The following information has been provided in order to help you integrate into the everyday life of our society. We surely believe that you do not want to raise any undesired attention by behaving inappropriately.

Every environment requires a person to behave in a certain way. A different ethnic or national origin also brings with it different manners, habits, behavioral patterns, traditions, social norms and values. Coming into contact with Czechs, who may have different manners, hold different values and comply with different rules, may cause considerable difficulties for newly arriving foreigners. As a general rule, the further the foreigner's country of origin, the more different their culture is. Mutual consideration and respect are important for both parties.

REMEMBER, IT DOES NOT COST ANYTHING TO BE POLITE!

We are certain that everyone can quickly learn to say hello (or good morning/evening) and good bye (or see you) in Czech, as well as express thanks (thank you), ask for something (please) and express an apology (excuse me or I'm sorry).



In public and while talking to colleagues at your workplace it is necessary to behave politely, avoid rudeness, vulgar words and gestures. It is also considered to be inappropriate to chew gum or have one's hands in one's pockets while having a conversation with another person.

Do not disturb other people in public areas or while on public transportation by yelling, holding loud conversations or telephoning. Give up your seat to people who need it more (for the elderly, ill, handicapped and pregnant women). Make sure that you do not limit other people's space and that your luggage is not in their way.



AVOID ANY RISKY BEHAVIOR, ARGUMENTS, PHYSICAL ATTACKS, ALCOHOL, DRUGS, AND CRIMINAL BEHAVIOUR!

Foreigners arriving to this new environment and who have difficulty adjusting (i.e. they are not familiar with common standards, the culture and traditions of our country) can find help through many of the institutions and centres that we have provided on the back of this leaflet.

Job Centre

Úřad práce, generální ředitelství

Karlovo náměstí 1359/1, 128 00 Praha 28

<http://portal.mpsv.cz/upcr>

tel.: (+420) 950 191 111

Ministry of the Interior of the Czech Republic

Ministerstvo vnitra

Nad Štolou 3, poštovní schránka 21, 170 34 Praha 7

<http://www.mvcr.cz/cizinci>

Vstup, pobyt atd. cizinců na území ČR

e-mail: pobyty@mvcr.cz

tel.: (+420) 974 832 421, (+420) 974 832 418

Foreign Police

Cizinecká policie

Olšanská 2, 130 51 Praha 3

<http://www.policie.cz/clanek/informace-pro-pobyty-cizincu.aspx>

Oddělení pobytových agend

e-mail: ocppraha@mvcr.cz

tel.: (+420) 974 820 317

Ministry of Labour and Social Affairs of the Czech Republic

Ministerstvo práce a sociálních věcí ČR

Na Poříčnickém právu 1, 128 01 Praha 2

<http://portal.mpsv.cz> , <http://www.cizinci.c>

e-mail: kontaktni.centrum@mpsv.cz

tel.: (+420) 221 921 111

Town Hall

Obecní úřad

<http://www.statnisprava.cz>

<http://portal.gov.cz>

Non-profit organization

Neziskové organizace

<http://www.cizinci.cz/clanek.php?lg=1&id=183>