**What is Diversity?**

Not judging the people based upon their backgrounds.

Different types are:

1.Racial diversity:

2.Religious diversity.

3.Age diversity.

4.Gender diversity.

5.Disability.

Some examples are may be in some workplaces men are considered to be superior than the women and not giving equal opportunities for women.

**Why do we need teams in a business or a workplace?**

Because not all works can be done individually. It requires a group of people to complete with in the deadline, with at most quality and to complete it with a perfection

The benefits of having a team are we can split up the work complete it fast and there won’t be a burden. And while group of people work together there comes more ideas and strategies.

**What are some common behavior of people or team members?**

Trust

Collaborate

Conflict

First of all, we need to trust our team mate and can split up the work without having trust we can’t complete the assigned task

Sometimes conflict may arise b/w team members due to difference in opinions

**Mention any 5 important do’s and don’ts for someone working in a team.**

Don’ts

1.dont be rude/arrogant

2.don’t be delegative

3.don’t procrastinate the given work

4. don’t blame others for mistakes

5.don’t judge anyone

Do’s

1.be free to accept feedback’s

2.ask for advices/suggestions

3.be friendly

4.support the ideas of other team mates

5.be enthusiastic and encourage

**How to manage difference of opinions among team member?**

Listen carefully all the opinions given by team members an make a set of advantages and disadvantages on every approach and choose the approach which suits the best.

**What is discrimination and examples?**

Distinguishing people based on some physical or mental characteristics. There is a lot of discrimination going through for example considering our color, gender, region, religion etc

**What is social media and give examples?**

It’s a digital platform for entertainment, meeting new people and exploring our interests and for education purpose too

Ex: WhatsApp, Facebook, Instagram, LinkedIn

Using on inappropriate platforms like telegram, and other privacy websites which may steal our data is risky

Using it on linked in and some educational sites or reviews sharing sites like Quora can be good option.

For example, if an employee shares any confidential information casually without being concerned about the consequences his company is at risk using this the competitors my be benefitted and bringing huge losses to that company

**What are gossip, backbiting and slandering?**

Slandering-spreading false information

Backbiting-talking behind people without their knowledge

Gossip-just a casual talk about the rumors

Sometimes employees may do the above three things which is not at all encouraged but thinking that its not a matter of issue they may commit it.

