**Trade Terms Introduced in This Module**

**Absenteeism:** Consistent failure to show up for work.

**Amphetamine:** A class of drugs that causes mental stimulation and feelings of euphoria.

**Barbiturate:** A class of drugs that induces relaxation, slowing the body's ability to react.

**Bullying:** Unwanted, aggressive behavior that involves a real or perceived power imbalance. This form of harassment may include offensive, persistent, insulting, or physically threatening behavior directed at an individual.

**Cannabinoids:** A diverse category of chemical substances that repress neurotransmitter releases in the brain. Cannabinoids have a variety of sources; some are created naturally by the human body, while others come from cannabis (marijuana). Still others are synthetic.

**Compromise:** When people involved in a disagreement make concessions to reach a solution that everyone agrees on.

**Confidentiality:** Privacy of information.

**Constructive criticism:** A positive offer of advice intended to help someone correct mistakes or improve actions.

**Hallucinogen:** A class of drugs that distort the perception of reality and cause hallucinations.

**Harassment:** A type of discrimination that can be based on race, age, disabilities, sex, religion, cultural issues, health, or language barriers.

**Initiative:** The ability to work without constant supervision and solve problems independently.

**Leadership:** The ability to set an example for others to follow by exercising authority and responsibility.

**Methamphetamine:** A highly addictive crystalline drug, derived from amphetamines, that affects the central nervous system.

**Mission statement:** A statement of how a company does business.

**Opiates:** A narcotic painkiller derived from the opium poppy plant or synthetically manufactured. Heroin is the most commonly used opiate.

**Professionalism:** Integrity and work-appropriate manners.

**Reference:** A person who can confirm to a potential employer that you have the skills, experience, and work habits that are listed in your resume.

**Self-presentation:** The way a person dresses, speaks, acts, and interacts with others.

**Sexual harassment:** A type of discrimination that results from unwelcome sexual advances, requests, or other verbal or physical behavior with sexual overtones.

**Synthetic drugs:** A drug with properties and effects similar to known substances but having a slightly altered chemical structure. Such drugs are often not illegal since they are somewhat different than well-defined restricted or illegal substances. The two typical categories are cannabinoids (lab-produced THC or marijuana substitutes) and cathinones, which are designed to mimic the effects of cocaine or methamphetamines.

**Tactful:** Being aware of the effects of your statements and actions on others.

**Tardiness:** Habitually showing up late for work.

**Work ethic:** Work habits that are the foundation of a person's ability to do his or her job.

**Zero tolerance:** The policy of applying laws or penalties to even minor infringements of a code in order to reinforce its overall importance, typically related to drug and alcohol abuse when applied to the workplace.