**Etiquette in Austria**

**Everyday life in Austria:**

* Family in Austria: Normal family setting; husband, wife and children who do most everyday life matters together. The male in the family is often the caretaker, so he is the one the family who has the full time job and the female is taking care of raising the children, however this is changing now to double earners for example. When the female has given birth to a child, there is an official maternity leave of 30 days, this might be different depending on the firm you are working.
* Position of female in everyday life: Same as the male in everyday life. It is becoming more popular for the male to take care of the children and the female is working full-time, or being double earners. Treating the female in everyday life in Austria: if there are people waiting for an entrance, youletthewomanenterfirstandifyouaregettingtoreadytoleavesomewhereyouoftenseethe male get the coat of the woman and help her put it on. This is done as politeness.
* Hygiene in Austria: Spitting is considered to be very rude, even when you do it on the streets, if you have to clean your nose, you should use a handkerchief or a tissue, toilet use: after using the bathroom we use the toilet paper in the toilet to wipe and clean our private areas. After doing this we wash our hands in the bathroom to clean ourselves, (Sanitory pads for females)
* Alarms on Saturday 12 pm: Is just to test if they are working properly, on other times it might be an actual alarm.
* Dress codes in everyday life: In everyday life there are almost no dress codes in public, however, in churches and similar places you should cover your shoulders and knees. If you visit special events or visit restaurants, elegant or proper clothing will be required where they might otherwise decline you when you want to enter. The people in Austria like to look proper and like to wear the newest kinds of clothes.

**Meeting and greeting:**

* Shake hands with everyone (incl. children) at business or social meetings. Shake hands again when leaving. Shake hands with the people you meet and look into their eyes. Eye contact is very important to Austrians.
* Austrians are more reserved and formal. Kissing, hugging, touching and physical closeness with unfamiliar for you person are not common.
* Punctuality is highly preferred in Austria. You should be at the time you have a meeting, so be five or ten minutes earlier to the meeting. If you cannot make it, you should inform the other as soon as possible.
* If you are invited to dinner or at someone’s house, bringing a gift is appreciated. A bottle of vintage wine, (French) champagne (not German Sekt) or brandy would make a good gift for your host and high-quality chocolates or a spray of flowers are suitable gifts for your hostess. If you give flowers, do not give an odd number. You can bring food to the house of close friends!

**Religion:**

Religious and National Holidays

|  |  |  |
| --- | --- | --- |
| 1 January | New Year's Day | National holiday day |
| 6 January | Epiphany |  |
| \* | Good Friday | Easter Sunday -2 days |
| \* | Easter Monday | Easter Sunday +1day |
| 1 May | International Workers' Day | National holiday day |
| \* | Ascension Day | Easter Sunday +39 days  |
| \* | Whit Monday / Pentecost | Easter Sunday +50 days |
| \* | Corpus Christi | Easter Sunday +60 days  |
| 15 August | Assumption of Mary |  |
| 26 October | Austrian National Day | day of the Declaration of Neutrality |
| 1 November | All Saints' Day |  |
| 8 December | Feast of the Immaculate Conception | retail stores are allowed to open for Christmas shopping |
| 25 December | Christmas Day |  |
| 26 December | St. Stephen's Day |  |

Commonalities and differences between Catholicism and Islam

|  |  |  |
| --- | --- | --- |
| Topic | Christianity | Islam |
| Founder | Jesus Christ | Mohammed |
| Denomination | Roman Catholic, Orthodox, Protestant,  | Sunni and Shia |
| Nature of God | One God | One God (Allah) |
| Holy Books | The Bible | The Koran |
| Followers | 2.2 Billion | 1.5 Billion |
| Rituals | Baptism, Holy Communion, Confirmation, Marriage, Penance, Holy Orders, Anointing of the sick | 1. Shahadah - A profession of faith.2. Salat - Prayer five times daily.3. Zakat - alms giving.4. Sawm - Fasting during the Holy month of Ramadan.5. Hajj - Pilgrimage to the Holy city of Mecca. |
| Holy day | Sunday (shops are closed) | Friday |
| Call to prayer | Church bells | Adhan recited by the muezzin |

**Behaviour in work life**

How to deal with superiors:

* Keep the hierarchy in mind
* Be responsible for your work that your superior assigns.
* Be patience.
* Talk to boss formal and directly about problems.
* Be respectful

Punctuality:

Austrians are extremely punctual, and even a few minute delay can offend.

* Time is managed carefully, and calendars, schedules and agendas must be respected.
* Do not turn up late for an appointment or when meeting people.
* If you are going to be even slightly late, call ahead and explain your situation.

E.g. 5-10 minutes early for important appointments.

Dress code:

*Male* Businessmen should wear dark colored, conservative business suits; solid, conservative ties, and white shirts.

Do not remove your jacket or tie before your Austrian colleague does so.

*Female* Business-women should wear either fashionable business suits or conservative dresses, complemented with elegant accessories.

Sick note:

(The number of sick days that superior requires Sick Note is identified in Employee Contract)

When you get sick on working day, you have to call and send email to inform your superior. However, you should not call on weekend. After you go to see the doctor, you should require the sick note for give to your superior.