



Office

Etiquette

Keep Noise to a Minimum

- Other than the necessities, like speaking on the phone and talking with co-workers, keep noise low in an office, after all, you're all there to work.



Put Personal Phones Onto Silent

- Personal phones blasting out into the office can naturally be disrupting and off-putting to fellow workers.



Avoid Taking Personal Calls at Your Desk

- Chatting to your best friend about Saturday's night out is hardly conducive with hard work. Avoid taking personal calls in office time.



Reply to Colleague's Messages in a Timely Manner

- When receiving emails, voice message texts and other forms of correspondence from colleagues, reply in a timely manner instead of keeping them waiting.





Show Respect to Colleagues at All Times

- When working in an open office environment, respect is the crux of an affable, effective company culture. Treat colleagues with the same level of respect you would expect to be treated yourself.

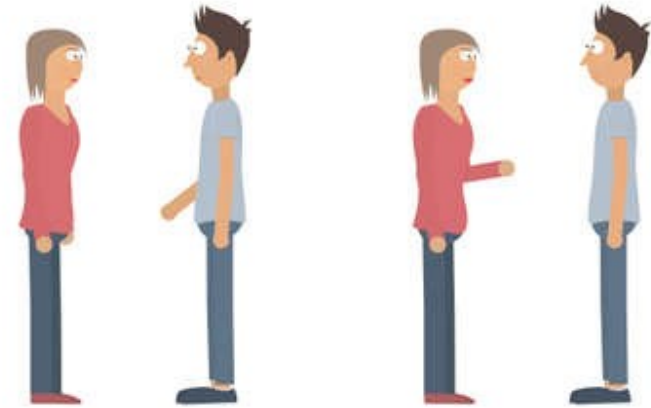
Don't Interrupt Colleagues when They Are Speaking

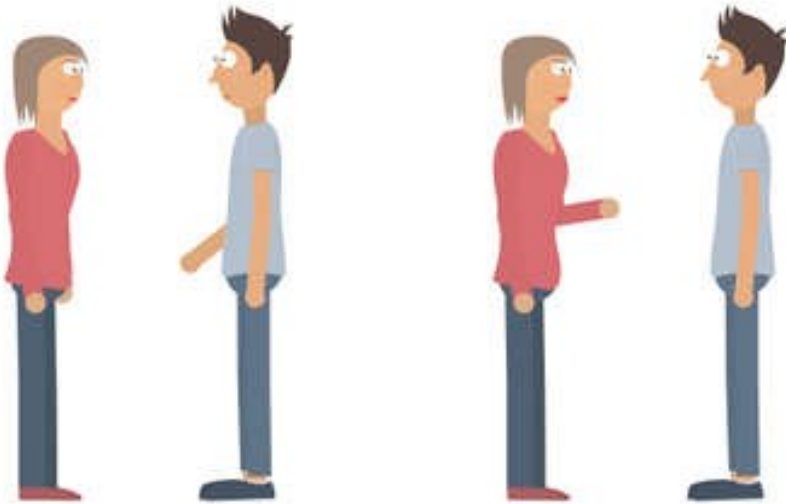
- Interrupting others is rude and shows a lack of social skills.



Be Mindful of Your Body Language

- Body language speaks volumes in work environments. Talking to colleagues with your arms crossed and without making eye contact could be perceived as being rude.





Be Polite to Other People in the Office

- The words please and thank-you can never be overused, especially in a working environment.

Be Pleasant to Others in the Office

- Being pleasant and friendly to colleagues will craft a company culture that is desirable to work in, thus helping to retain and attract employees.





Pay Attention to the Interests of Co-Workers

- Show a genuine interest into the hobbies and past-times of other workers.



Share Your Own Interests with Other Workers

- By the same token, show friendliness by being willing to share your own interests and hobbies with your fellow employees.

Share the Credit for Good Work

- If you have co-worked on a successful project or task, share the credit between colleagues and teams.





Be a Team Player

- Working well with colleagues and being part of a team will help generate good will amongst your co-workers that is often reciprocated.



Help New Employees and Interns by Showing Them the Rules

- We all feel nervous on our first few days at a job. Show new employees respect by informing them of certain office 'rules', such as the time of breaks and lunch hours and where to make a drink.

Introduce New Employees to Other Members of the Team

- When showing new employees round the office, introduce them to other team members and other departments so they can start putting names to faces.



Help Colleagues That May Be Struggling With a Deadline or Project

- If you know that a fellow employee is struggling with some aspect of their work and you have the knowledge and skills to help them, go ahead and lend them a helping hand, after all, most businesses are driven by team efforts.





Keep Smiling

- A smile a day keeps bad moods at bay! Smiling throughout the day helps generate a pleasant and friendly working environment.

Don't Be Late to Work

- Slinking into the office half an hour after everyone else will not paint yourself in a professional light. Being on time to work is a basic office etiquette requirement.



Praise Fellow Workers for Good Work

- Part of showing colleagues respect is showing appreciation and gratitude for good work. Give praise where it's deserved.



Try and Remember Co-Workers' Names



- Some people have better memories than others, granted. However, doing your best to remember the names of other people in the office will show colleagues the respect they deserve.



Treat Others Fairly

- You may be friendlier with certain co-workers than others, but all members of staff should be treated fairly to prevent favoritism casting a shadow on the office culture.

Refrain from Getting Too Personal With Others at Work

- It might be nice to be friendly with colleagues but getting too personal and paly can show favoritism and an unprofessional tone.



Avoid Cursing in the Workplace

- It might sound obvious but using bad language at work is a definite office no-no.





Give Fellow Office Workers Space and Privacy to Work

- Collaborating and conversing with co-workers is naturally required but respect each other's privacy and give colleagues their own space so they can get on with their job.

Be Mindful of Smells: Eat Your Lunch and Snacks Away from Your Desk



- Nobody wants to work in a smelly environment. Refrain from creating an unnecessarily smelly workplace by eating away from your desk. Eat meals and snacks in the likes of the staff restaurant or in a café down the road.



Pay Attention to Personal Hygiene

- Of course, smells come in a multitude of guises! Paying attention to personal hygiene will ensure you're not avoided being sat next to at work.

Avoid Overdoing the Perfume or Aftershave

- That said, too much perfume or aftershave can create a sickly aroma in a confined office space. Don't infringe your favorite perfume on co-workers too much that it is all they can smell all day!





Keep Office Attire Professional

- Even if you have a company culture of wearing jeans and trainers to the office, show respect to clothing conduct by avoiding turning up to work in sandals and Bermuda shorts!

Keep Your Desk Neat and Tidy

- Show your organizational skills and professional image by keeping your own desk tidy and in order throughout the working day.



Keep Your Personal Belongings Confined to a Specific Space

- Rather than having your lipstick, wallet, coat, handbag, mobile phone and diary spread across the office, keep personal belongings in one specific space, so they don't get in the way of others.



If You're Sick, Stay at Home



- You may be tempted to come to work when you're feeling unwell but if there's a possibility your sickness is contagious, stay at home so your co-workers don't catch the bug.



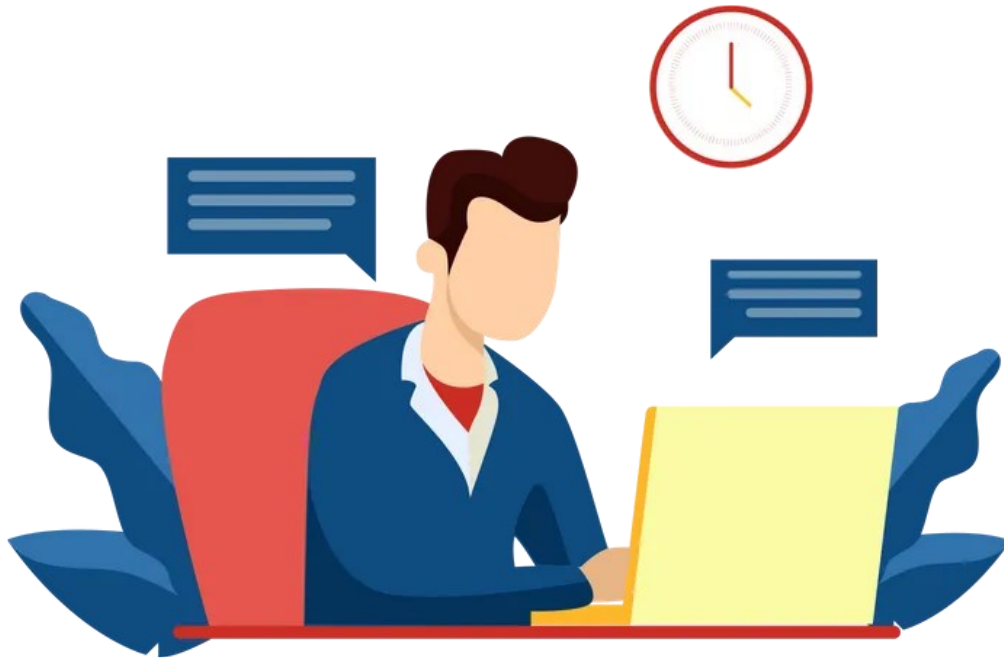
- Part of respecting fellow team members is to listen to the ideas and opinions of everybody in the office.

Listen to the Ideas and Opinions of Others

Avoid Gossiping About Others

- Gossip can cripple the atmosphere and culture in an office and should be avoided at all costs.





Concentrate on the Positives of Your Own Job

- Feeling dejected, bored or frustrated about your own job can rub off on your colleagues. Try to focus on the positive things about your job to remain upbeat throughout the working day.

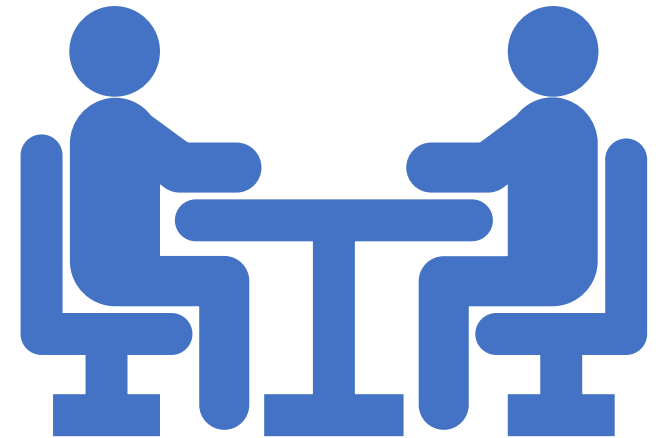
Set up Regular Team Meetings Where Everyone Is Involved

- Holding regular team meetings to encourage the sharing of ideas and the raising of any questions or concerns. Encourage everyone to be involved in the meeting.



Don't Be Late to Meetings

- Never keep the meeting host waiting by showing up late to a meeting.



Show Attentiveness in Meetings

- When attending meetings, demonstrate attentiveness and alertness by responding to questions and putting forward ideas rather than texting on your phone or playing with your hair!



Set Company Goals

- Goals and targets shouldn't be confined to sales teams. Setting realistic but at the same time challenging goals in the office will give employees something to work towards and focus on.





- Keep colleagues informed about tasks and ideas by communicating with them regularly and efficiently.

Be a Good Communicator With Fellow Employees

