

Workplace Etiquette

What is etiquette? According to the Merriam-Webster dictionary it is “the rules indicating the proper and polite way to behave.” So, that means workplace etiquette is the proper and polite way to behave at work.

Here are 9 Tips for Workplace Etiquette

1. Be on time!

Always show up for work on time. Being late can slow down business. If you're late you could be holding up a project, or it could look like you're slacking. If you notice that you often get to the office five minutes late, take steps to fix it. You could try setting your clock for five or ten minutes earlier.

2. Dress Appropriately.

Every job has a dress code. It's important that you follow the dress code for your job. If you're unsure about what kind of clothing is appropriate, wear something more conservative. If you have questions about your dress code, you can reach out to your boss or your human resources manager.

3. If you are sick, stay home.

When you have a virus that is contagious, it's rude to take it to the office. Not only will you get less work done, you will also spread your germs. Stay home and take care of yourself so you can get back to work.

4. Think before you speak.

While you're at the office, filter your speech. People who say whatever is on their mind often spend time regretting or apologizing. You may also seem untrustworthy. There may be times at work when you are confronted with conflict. During conflict you should be prepared to keep a level head.

5. Be friendly, but don't share too much personal information.

When you get to work it's normal to greet your coworkers and mention something you did over the weekend, or the evening before. Sharing information about your personal life at work is your choice. Remember that some people will choose to share more than others. You should also limit personal calls, emails or non-work related tasks to outside your working hours.

6. Don't interrupt your colleagues.

When you're at work, make sure not to interrupt. Allow everyone who is speaking to complete their thought before jumping in. Your coworkers and supervisor will appreciate this and consider you a team player.

7. Share the credit.

Make sure to always give credit where credit is due. Stealing someone else's idea, or taking credit for their work, can ruin your reputation at work. By the same token, never blame someone else for your mistakes. The best thing to do is admit your mistake and find a way to fix it.

8. Understand your work environment.

The values, policies and procedures of a workplace can be difficult to understand at first. If you are working for a larger company your human resources department can help you understand your company's expectations. In a smaller company, you can learn about these expectations by observing others or asking your colleagues.

9. Be respectful.

Being respectful of the people you work with is important. Don't participate in office gossip, even if you are frustrated about a situation. You should also remember that it's not just what you say, it's how you say it. Be mindful of the way you interact and communicate with others. You should also respect other's space. If you have your own workspace, keep it neat and clean.

Following each statement explain why it is or is not appropriate workplace etiquette.

1. I was talking with a colleague about an upcoming project. He had a great idea. It's okay if I share this idea with my boss and take the credit.

Is this appropriate workplace etiquette? Yes No

Why?

2. This morning when I got to work I talked with a few of my colleagues. I shared that over the weekend I went to the movies.

Is this appropriate workplace etiquette? Yes No

Why?

3. I am about to start a new job. Before the first day I was unsure about the dress code, so I called my human resources director to find out what is appropriate.

Is this appropriate workplace etiquette? Yes No

Why?

4. This morning I woke up not feeling well. I went into the office anyway.

Is this appropriate workplace etiquette? Yes No

Why?

5. During meetings I have a lot of good ideas. I often interrupt others to share my ideas because they're so good!

Is this appropriate workplace etiquette? Yes No

Why?

Resources:

<https://www.thespruce.com/basic-office-etiquette-tips-1216791>

<https://www.careereducation.columbia.edu/resources/5-workplace-etiquette-tips-every-professional-should-know>