Evidence for Workplace Etiquette

Name: Mahlubandile Habe

Position: Software Engineer

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# 1. Professional Communication

Evidence: Consistently uses polite and respectful language in emails, chats, and meetings. Addresses colleagues and supervisors appropriately using professional titles when required. Provides clear, concise, and constructive feedback during team discussions.

Example: Responded to client emails within 24 hours with complete information and polite closing statements. Participated in weekly team meetings by actively listening and contributing ideas respectfully.

Supporting Proof: Screenshots of professional email exchanges. Meeting attendance records or meeting minutes showing active participation.

# 2. Punctuality and Time Management

Evidence: Arrives on time for work and meetings consistently. Completes tasks and projects by their deadlines.

Example: Submitted monthly reports ahead of the scheduled deadline without compromising quality. Arrived early to team meetings and prepared discussion points in advance.

Supporting Proof: Timesheets or attendance logs. Project submission timestamps.

# 3. Respect for Colleagues and Teamwork

Evidence: Demonstrates active listening and avoids interrupting colleagues during discussions. Collaborates effectively, offering support and guidance when needed.

Example: Assisted a new colleague in understanding internal reporting procedures. Volunteered to cover tasks during a teammate’s absence without complaint.

Supporting Proof: Feedback from colleagues or supervisors. Emails or messages showing collaboration and support.

# 4. Professional Appearance and Conduct

Evidence: Maintains appropriate workplace attire according to company policy. Exhibits a calm and professional demeanor in all workplace interactions.

Example: Dressed professionally during client presentations and meetings. Managed a conflict between team members calmly and objectively.

Supporting Proof: Photographs from official events or presentations. Performance review comments noting professional conduct.

# 5. Adherence to Workplace Policies

Evidence: Follows company rules, procedures, and code of conduct. Reports concerns or policy breaches in a responsible manner.

Example: Completed mandatory compliance and workplace safety training on time. Reported potential security risks promptly to management.

Supporting Proof: Certificates from training programs. Emails confirming reporting of workplace concerns.

# 6. Positive Attitude and Initiative

Evidence: Demonstrates a proactive approach to tasks and problem-solving. Maintains a positive attitude, encouraging team morale.

Example: Suggested improvements to streamline internal documentation processes. Volunteered for additional responsibilities during high workload periods.

Supporting Proof: Records of suggestions implemented by management. Recognition emails or notes from supervisors praising initiative.

# Summary

The evidence provided demonstrates a consistent application of workplace etiquette through professional communication, teamwork, punctuality, appearance, adherence to policies, and proactive behavior. This commitment supports a productive, respectful, and harmonious work environment.