



INDUCTION - OFFICE ETIQUETTES

"Designing the workplace into a culture space"





- Showing a **positive attitude** towards work
- Building **good work relationships**
- Staying **attentive** and **polite** during conversations.
- Showing **respect** and consideration for **others perspective**.
- **Avoiding misunderstandings** and **gossips**
- **Staying organized** for increased productivity
- Ensuring employee **job satisfaction**
- Managing workload by **setting realistic goals**
- Using **softer tone** while communicating with co-workers
- Following a **decent dress** code. (preferable professional)

Office Etiquettes Practices

"Etiquette Requires Us To Admire The Human Race."

Things to Settle

"Standards are established by your routines"



Keep

Keep your voice at **moderate** level



Keep

Keep personal telephone conversations and emails to a **minimum**



Maintain

Maintain **privacy** - keep all workplace conversations professional



Avoid

Avoid **interruptions**



Do Not Gossip

Do Not **Gossip** !!!!!



Cell

Cell phone – Turn it on **Silent** or Vibration



Maintain

Maintain the **organization values**, philosophy of conducting Business , work ethic etc .



Arrive on

Arrive on **Time**



Be

Be ready to **Learn , Adapt & Change**



Exercise

Exercise professional maturity by showing good judgment & build good relationship



Respond

Respond properly to your co-workers, supervisor & clients.



Respect

Treat Everyone **equally** and in well-mannered and show a healthy respect for your colleague's experience & expertise



Do appreciation with others

Use **appreciated words** if someone has helped You.
Be polite when you need someone's help



Meeting

Never attend meeting **without pen or diary**

Things to be taken care of

"Civility costs nothing and buys everything"





What To Take Care On The Floor
Discipline is the refining fire by which talent becomes ability"



Keep in mind that others are working around you



Do not smoke at workplace



Do not Spit



Do not use your cell phone when you are in business meeting.



Do not be too loud



Keep your Desk Clean



Turn Off Your Desktop/Laptop at the time of leaving from Office



Use Dustbin and Keep Office Clean



Use Pantry area for refreshment

A man and a woman are sitting at a wooden desk in an office. The man, on the left, is wearing a dark blue long-sleeved shirt and has a beard. He is looking down at a white tablet on the desk, with his hand near it. The woman, on the right, is wearing a dark blue polka-dot long-sleeved shirt and has long dark hair. She is also looking down at the tablet. In the background, there is a window with white blinds and a green plant. A computer monitor is visible on the right side of the desk. The text "Thank You!" is overlaid in the center of the image.

Thank You!