



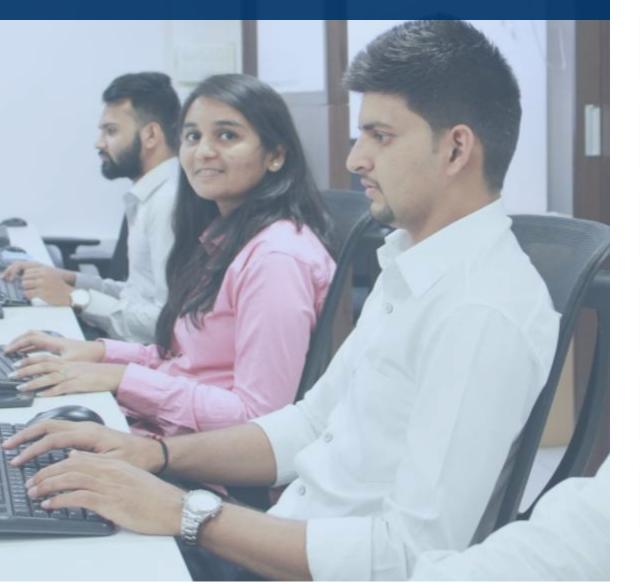
Office Etiquettes Practices

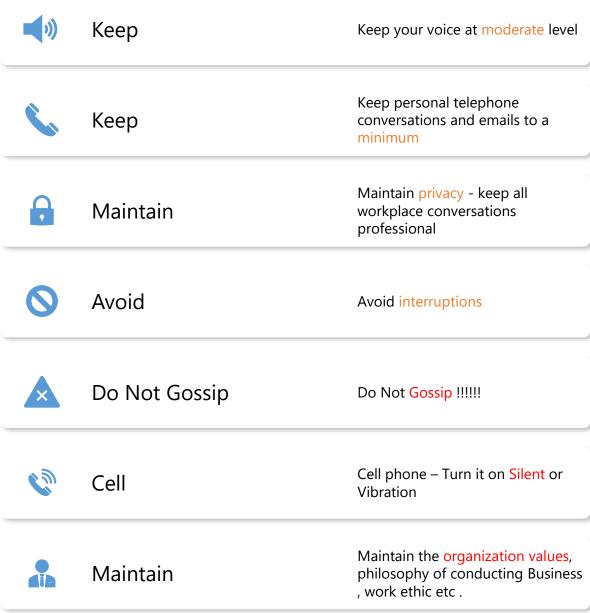
"Etiquette Requires Us To Admire The Human Race."

- 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)

Things to Settle

"Standards are established by your routines"





~	Arrive on	Arrive on Time
8	Ве	Be ready to Learn , Adapt & Change
455	Exercise	Exercise professional maturity by showing good judgment & build good relationship
4	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"

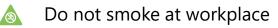


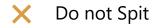


What To Take Care On The Floor Discipline is the refining fire by which talent becomes ability"









- 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
- Mee Dustbin and Keep Office Clean
- Use Pantry area for refreshment

