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# NORMS IN THE WORKPLACE

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## 1. DRESS CODE

- a. Understand the company dress code - is it more casual? Business casual? Business attire? See what they wear in job interviews and read employee handbook for more details.

## 2. TIME MANAGEMENT

### - COMING TO WORK ON TIME, LEAVING ON TIME

- a. Understand the company work policies for time - is it okay to walk in 5 minutes late or should you be there 5 minutes early? Company culture can vary - make sure to know what your company is expecting.
- b. Continued Tardiness is noticed by everyone - not just your supervisor. If the team is noticing this trend, there may be concerns of trust or unwillingness to work with someone who is often late.
- c. If you are scheduled to leave at a certain time, make sure you leave at that time and not earlier, unless you have prior permission from your supervisor.

## 3. COMMUNICATION

- a. Be sure to communicate proactively with your supervisor - asking questions and raising any concerns / issues promptly as they arise.
- b. Let your boss know as soon as possible if you are going to be late, out sick, or are planning to take a personal day, etc. ASAP - communication is very important in terms of time management so that the team is aware.
- c. Stay open to any feedback you receive from supervisors or managers. Refrain from being defensive. They want to help you succeed in your job and feedback is an important part of ensuring positive outcomes for your career and for the company in general.
- d. Practice being open-minded and listening to others; avoid blaming others or speaking negatively about others.

## 4. WORKPLACE ACCOMMODATIONS

- a. Ask an HR professional ahead of time if you need workplace accommodations in place in order for you to do your job. If you voluntarily disclose a disability or other related topics, human resources can make sure you have the tools you need to be successful.

## 5. WORKPLACE BEHAVIOR

- a. ACCOUNTABILITY - own up to mistakes and next time correct the mistake. It's OK to make mistakes, especially in a new environment. There is no shame in making mistakes, having accountability will let folks trust you.
- b. Have a question? Don't be afraid to ask! Teammates and supervisors expect you to ask questions and want your input. Asking questions to get more specific information is always better than assuming there is a way to do something and doing it without asking.
- c. Personal Space - be sure to respect others' personal space. They may feel uncomfortable standing very close to you when discussing a work assignment or getting together for a meeting.
- d. Work to establish positive working relationships with coworkers and supervisors. Follow through on your promises, meet deadlines, and follow up with others in a timely manner. These will all build towards strong work relationships. Trust is important on teams. Creating a culture of trust can help build strong working relationships.

## 6. TRANSITIONING TO A DESK JOB

- a. If this is your first desk job, it's going to feel different. Instead of being on your feet all day and being relatively active for 7 hours, you'll most likely find yourself sitting more than you're used to. It's okay to get up and walk to stretch your legs, go talk to your supervisor or connect with a coworker if you need these walking breaks.
- b. Self management is going to be important in a desk job. You will find that you'll be more independent with managing your time, tasks, and what needs to get done. Someone isn't always going to be telling you to do something, you will eventually get into a routine of what deadlines, projects, tasks, and jobs need to be done.

## 7. UNDERSTANDING THE COMPANY CULTURE AND WORK EXPECTATIONS

- a. Raise your hand if you want to talk in a meeting.
- b. Always come to meetings on time and prepared. Bring a notebook and pen. Review previous meeting notes. Prepare to have your cell phone ringer off. Take notes during meetings - ask questions and clarifying questions.
- c. Respond to emails within 24 hours - or adhere to the company's standards.
- d. Give as much notice as possible before taking a day off or going on vacation. Adhere to the company's policy for requesting time off.
- e. Be aware of surroundings and respect others when you speak aloud. Use an "inside voice" and refrain from swearing or using profanity.
- f. Avoid raising controversial issues with those you work with. In general, politics and religion are not discussed with those you don't know well.
- g. Engage with others with a positive attitude. People will be more likely to have a stronger working relationship with you if you have a positive attitude at the workplace (negative energy can be contagious - don't be that person)
- h. Avoid gossiping about others. Strive to be kind to everyone, regardless of what others tell you about that person.