



Corporate Etiquette

For Employee:

Employee etiquette refers to codes of conduct an individual should follow while at work.

Let us go through some employee etiquette:

- ☐ Respect your organization to expect the same in return.
- ☐ Reach office on time.
- ☐ Leave all your personal problems out the moment you step in the office.
- ☐ Greet your fellow workers with a smile.
- ☐ Follow the professional dress code.
- ☐ Never ever enter office under the influence of alcohol. It is an offence.
- ☐ Do not share confidential office information with any external party or individual.
- ☐ Keep your cell phones in the silent mode to avoid disturbing others.
- ☐ Keep your workstation free of unwanted documents and files.
- ☐ Learn to own your mistakes. Stick to your statements.
- ☐ Stay away from blame games and nasty politics at the workplace.
- ☐ While communicating through emails, make sure your boss is in the loop.
- ☐ Respect your fellow workers. Help them whenever required.
- ☐ Female employees must be treated with respect and dignity.
- ☐ Never take undue advantage of your position. Do not ask for personal favors.
- ☐ Too much of friendship at the workplace is bad.
- ☐ Respect each other's privacy.
- ☐ Stay away from controversies. Do not spread rumors around. It is strictly unprofessional.
- ☐ Female Employees should stick to minimal make up.



For Employer:

Employers must behave in an appropriate way for the employees to respect them and look up to them.

Let us go through some employer etiquette:

- Respect your employees. Never misbehave with them.
- Avoid being partial towards anyone. Treat all your employees equally.
- Personal relationships must not be mixed with professional commitments.
- Do not ask for special favors' from any of your employees.
- Help your employees whenever required.
- Never encourage nasty politics at the workplace.
- Motivate your employees. Appreciate those who perform exceptionally well.
- Encourage them to work in teams to extract the best out of each of them.
- Give the employees their due credit. Reward them with incentives and certificates.
- It is essential to be transparent with the employees. Never hide anything from them.
- Be realistic. Give them proper feedback and show them the real picture.
- Treat the employees well for them to feel indispensable for the organization.
- Salaries must be credited to their salary account on time.

Promote necessary training programs to upgrade the existing skills of the employees.

- Make yourself available to your employees.
- Monitor their performances but do not interfere in their work. Give them deadlines and let them work in their own way.
- Be friendly with your employees.
- Never indulge in loose talks at workplace. Respect your female employees.
- If any of your employees has confided in you, keep it to yourself only. Do not share it with others.
- Remember respect is always earned and never demanded. Speak politely and dress smartly. Set trends for others to follow.

Codes of Conduct while attending Meetings:

- Try to find out what the meeting is all about. Never go blank. Prepare notes in advance.
- Never attend meetings without a notepad and pen.
- Always keep your cell phone on the silent or vibrator mode.
- Do not attend phone calls during meetings unless it is an emergency.
- Superiors must create and circulate an agenda before every meeting. Make sure you do not deviate from the key points. Keep the meetings short.
- Never be late for meetings. Be a good listener. Wait for your turn to speak.
- Fiddling with pen or notepad is one of the major distractions in meetings.
- The one chairing the meeting must speak loud and clear.
- Meetings ought to be interactive and allow employees to come up with their suggestions and valuable feedback. A question answer round must be kept at the end for employees to clear their doubts.
- Once the meeting is over, minutes of the meeting must be prepared and circulated across all departments for them to take necessary action
- Use Whiteboards, projectors, graphs, pointers, slides for better clarity.
- Do not convert the meeting room into a battle ground. Speak politely and do respect your colleagues.

