WHY ARE WORK ETIQUETTES ESSENTIAL?

by:
Marry Conn M. Gacutan

In any workplace, at all times, desired decorums are always expected from each one of us as employees to possess. Failure of doing so will surely open the gates for unsuccessful working set-ups. That is why these set of behavioral standards must be met and continuously adhered to by everyone in their respective work places. Please read on…

1. Respect another’s need to work.

Never presume that just because others are sitting nearby, means they are available for conversation at all times. Respect one another’s privacy… just mend your own task!

2. Be cautious!

Beware of smells.

Pay attention to your own grooming.

Since many people have allergies to scents, forego wearing perfumes; because within a light space like your office space smells can be magnified. So be considerate to others at all times.

3. Keep in mind that:

✓ Noise and distractions be kept to a minimum. Noisy conversations often create an annoying distraction to those trying to concentrate in their work, so avoid being a channel of distraction.
✓ Be tidy. I believe, this is one cardinal rule everyone must do. Your messy desk can be a great distraction to others and will detract from the profession image your office is trying to establish.

✓ Keep your personal belongings confined to your own personal space and tidy it up before you leave.

✓ Respect other’s space. Just because you are both using the workplace does not mean it’s a common domain. You need to respect the personal belongings of your work mates. In other words, do not get nor use the things which are not yours.

✓ Do not come to work sick. Working in a close room is a rich ground for germs to multiply and transfer. You need to stay home and make yourself better again.

✓ Be considerate. Another cardinal rule, in my perspective. Respect is the key when working in open office environment. “Act respectful and expect others to act in the same way.” It is best to address problems and concerns directly and diplomatically before they escalate.

✓ Be tolerant. Keep an open mind for other differences in style, personal views and etc.

✓ Be positive. Think like a team. Do not spread gossips. Be pleasant!

Give your best each day! Good luck!

References:

https://www.careereducation.columbia.edu/resources/etiquette-workplace?fbclid=IwAR15zgs8HV97hi95uOjCWkSm6zZNgSPRI1eI30AbP5ynxiF_j7ZYEHKYb5k#gsc.tab=0