WORKPLACE ETIQUETTE

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Having work is not an option, but it’s a necessity. Nowadays, people are struggling to maintain their job in order to support their families. Besides, life now can be demanding and stressful. Some people would think that being at work is like having a break in dealing with everyday house chores. For a single person, they considered work also the only social life they have. In addition to that, workplace serves as an outlet or a place to socialize. Indeed, it is important that we are aware of our actions at work that might annoy our co-workers. Since some of us, spend most of our time in our work place, let us talk in this article some work etiquette that we need to bear in our mind.

Workplace Etiquette means anticipated behavior and actions of a person in his/her work place or society. It is a guide for actions on how to deal in different situations. Moreover, etiquette help us to be mindful of our conduct, awareness on the feelings and rights of others. It promotes respect for people in spite of differences in gender, race, religion and culture.

Because etiquette is important to professional success, here are some advices on the things you need to DO.

Do arrive early. In attending meeting or even coming in the office, it’s necessary to arrive early. Give notice and apologize if you will arrive late. In meeting, cancel it if you cannot make it. In meeting etiquette, it reflects your level of professionalism.

Be respectful to your co-workers. People deserve respect even they do not always respectful towards you. It is essential to learn to acknowledge individual differences. You
don’t need to agree with them all the time but at least, maintaining respect is a proper etiquette.

Dress Etiquette. Wear appropriate dress for appropriate occasion. Absolutely, being in appropriate dress is important in making a respectable impression. Dress etiquette is important for professional progress and development.

Stay Accountable. Employee should hold responsibility for their actions, feelings, behavior and words especially when they do mistakes. Being accountable is related to honesty and integrity, it is also vital element in workplace etiquette.

Technology Etiquette. Personal mobiles should always be switched off or on silent mode especially during at work and meeting. Make sure not to interrupt the meeting.

Maintain Virtual Office Etiquette.

Filter your speech. Maintain friendly and productive workplace by measuring your words. Think before you speak. Respect others.

Remembering this etiquette will definitely give you a Stress-free workplace. Besides, knowing and understanding workplace manners have a great impact on better relationships within the company or office. In addition to that, acceptable behavior and well manner prevent issues among co-workers.

Reference:

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