



Navigating Workplace Etiquette



Show up on time

Whether it's starting your workday at a prescribed hour, or arriving for a meeting in person or virtually, being prompt shows that you are organized, attentive and respectful of others' time.



Respond thoughtfully and promptly

When receiving emails or other communications, aim to respond within 24 hours, or the next business day.



Dress and conduct yourself like a professional

Typically, if you work in a location where clients, partners and vendors are present, business attire is appropriate. Find out what is required by your company and follow those guidelines.



Share the spotlight

When collaborating on a project with others, make sure to acknowledge the efforts of your team members, and thank them in a public way whenever you have the opportunity. Managers will see that you are a supportive team player.



Develop friendly and professional work relationships

Sometimes work friends become true friends. However, in the workplace, keep it professional and don't let personal relationships interfere with getting work done.



Avoid gossip and drama

Treat your co-workers with respect and kindness, and do not engage in conversations – in person or digital – that are gossip-driven, malicious or antagonistic in nature.



Pause to think and seek advice before you act

If you're unsure of the appropriate response or protocol for a situation at work, pause to think and seek advice before you act.



Keep your workplace neat and professional

Keep your workspace neat and tidy. Feel free to bring in a photograph, plant or lamp to warm up your area, but don't over-personalize it.



Keep politics out of the workplace

You should be informed about current events and understand how they impact your company's business, but it's best to avoid hot button topics – like politics – with co-workers.



Keep your conversations professional

It's fine to discuss weekend plans, or basic information about your personal life, but don't overshare. Set your boundaries, and redirect if a conversation with a co-worker moves into uncomfortable territory.