**Lets go over the Do’s and Don’ts of Workplace etiquette.**

**Work with your Big and categorize what is appropriate in the workplace and what isn’t.**

1. Get to know the other employees
2. Be punctual
3. Answer personal phone calls while on the clock
4. Take long bathroom breaks
5. Participate in meetings
6. Question your boss’s authority
7. Wear casual clothes to the office
8. Call in sick regularly
9. Bring smelly food in for lunch such as a tuna sandwich
10. Gossip with other employees
11. Wear strong perfume or cologne
12. Brush your teeth before coming into work
13. Keep your work area clean
14. Be willing to help a coworker when asked
15. Ask permission before doing something that has not been asked of you
16. Come to work with messy hair
17. Be willing to learn from others
18. Keep your work area organized
19. Procrastinate on doing you work
20. Set ambitious goal for yourself

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| **Do’s** | **Don’ts** |
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