OFFICE ETIQUETTE
FOR A BETTER OFFICE

DO'S

1. Be courteous and polite
2. Always have flawless personal hygiene
3. Dry your hands after washing before touching anything
4. Dress according to the office dress code
5. Knock before entering
6. Be on time
7. Acknowledge your coworkers' successes
8. Take responsibility for your mistakes
9. Have a clean workstation

DON'TS

1. Blame others for your mistakes
2. Skip on using hand sanitizer
3. Be too loud
4. Interrupt other speakers
5. Leave the office kitchen in mess
6. Wear headphones unless necessary
7. Avoid eye-contact when talking
8. Gossip. Ever.
9. Sell things to your coworkers

FRESH & CLEAN

A Fresh & Clean managed washroom program is designed to give you peace of mind that your washroom will maintain the highest standards of cleanliness and hygiene. **www.freshandclean.net.au**