



WORKPLACE ETIQUETTE

RESPECT. PROFESSIONALISM. POSITIVE IMPACT.

Good workplace etiquette helps you build strong relationships, earn respect and contribute to a positive work environment. Small actions can make a big difference in your success and reputation. ❤️

WORKPLACE ETIQUETTE



WORKPLACE ETIQUETTE CHECKLIST

- ☒ Be respectful
- ☒ Communicate clearly
- ☒ Be dependable
- ☒ Stay positive
- ☒ Work as a team



RESPECT IN THE WORKPLACE



Treat everyone with respect
Be polite and considerate to colleagues, managers and visitors.



Listen actively
Pay attention when others are speaking and value their opinions.



Be inclusive
Respect differences and contribute to a supportive and welcoming environment.



Respect privacy
Avoid gossip and keep personal and work information confidential.



Show appreciation
A simple thank you can go a long way in building positive relationships.

PROFESSIONAL BEHAVIOUR



Be punctual
Arrive on time and be prepared for meetings and tasks.



Dress appropriately
Wear suitable clothing that reflects the workplace culture.



Be dependable
Do what you say you will do and meet deadlines.



Communicate clearly
Share information in a clear, professional and timely way.



Take responsibility
Own your mistakes, learn from them and move forward.

WORKING WELL WITH OTHERS



Be a team player
Collaborate, share ideas and support your colleagues.



Offer help
Look for ways to support others and contribute to the team.



Be positive
Maintain a positive attitude and encourage those around you.



Give and accept feedback
Offer constructive feedback and be open to improvement.



Celebrate success
Recognise team achievements and individual contributions.

DO'S



- Be polite and say please and thank you
- Greet colleagues and visitors warmly
- Keep your workspace clean and tidy
- Stay focused and manage distractions
- Follow company policies and procedures
- Respect others' time and deadlines



DON'TS



- Don't interrupt others when they are speaking
- Don't use your phone excessively
- Don't be negative or complain
- Don't ignore emails or messages
- Don't take credit for others' work
- Don't break confidentiality



THE IMPACT OF GOOD ETIQUETTE



- Builds trust and respect
- Improves teamwork
- Increases productivity
- Creates a positive work environment
- Enhances your reputation
- Opens doors to new opportunities



WORKPLACE ETIQUETTE CHECKLIST



- ☐ I am respectful to others
- ☐ I communicate clearly
- ☐ I am punctual
- ☐ I meet deadlines
- ☐ I take responsibility
- ☐ I work well in a team
- ☐ I stay positive
- ☐ I follow company policies



DOWNLOAD THIS RESOURCE
Use these etiquette tips to build strong relationships and succeed in your career.



TOP TIP

Treat others how you want to be treated. Respect and kindness always make an impact. ❤️

