

# Office and Workstation Etiquette



## Keep noise levels low

- Avoid speaking in a loud manner on the phone or when talking to others
- Do not shout across the room
- Do not engage in long conversations in open areas – use a room with the door shut
- If listening to a radio or streaming music, use a headset or earphones
- Turn your mobile on vibrating or silent mode during business hours
- If using a mobile, move away from others or use a room with the door shut



## Respect privacy and property

- Do not remove other people's property – always ask first
- Do not read other people's mail or computer screens
- Look before you interrupt
- To discuss anything sensitive or private, use a room with the door shut



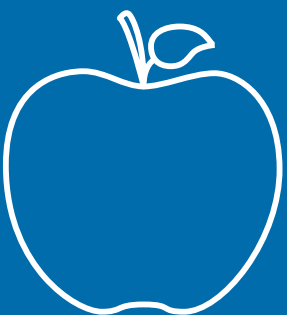
## Prevent unwanted odours

- Eat foods with strong odours (e.g., fish, curry) in the Collaboration Lounge
- Store foods in closed containers or keep covered
- Do not leave food in fridges past the use-by date – write your name and date on it
- Do not apply ointment for sore muscles in workstations and offices
- Do not hang gym gear or towels to dry in workstations and offices



## Keep your area clean and tidy

- Clean out coffee cups
- Use the segregated waste bins, including recycling bins
- Dispose waste, food scraps and paper in appropriate bins



## Maintain good health

- Always cover a cough
- Take regular breaks away from the keyboard
- If you are ill or have the flu, stay home until well

