

The Top Ten Rules of Workplace Etiquette:

1. **If the door is closed, leave it closed.** Do not interrupt a closed door meeting unless it is an emergency.
2. **Time is the greatest commodity.** A person's time at work is his most valued commodity. When asking for a meeting come prepared and only use the time you have requested.
3. **Remember to say your, "Thank You's".** Expressing gratitude in the workplace is essential, and do not assume the person knows you are grateful, say it!
4. **If you take the last one, replenish it!** This is in reference to the coffee pot, the printer or copier, and in the supply closet. If you don't have access to replace the supply, you should inform the person responsible for supplying the product.
5. **Honor the person's weekend.** Can the question you are about to ask wait until Monday morning?
6. **Put in an honest day's work.** When you are paid to work 8-5, do not be late and do not leave early. Emergencies happen so when you are going to be late, call ahead to keep co-workers informed.
7. **Email reply do not have to include all.** When replying to an email use "Reply all" sparingly. The "reply all" button can be essential for team projects, but often gets over used in the workplace. This creates unnecessary emails and violates rule #2 a person's time.
8. **Social Media just don't!** Your employer is not paying you to comment on your Facebook or Twitter account. LinkedIn is a professional social media tool. If you are using LinkedIn or other social media sites to promote your company, do not wander off for personal use. Again using social media for personal use violate rule # 6 put in an honest day's work.
9. **If you created the mess, you are responsible for cleaning up the mess!** Mistakes and messes happen take the ownership and fix it.
10. **Use your inside voice.** Keep the use of speaker phone and loud voice to a minimum. It is important to respect your professional workplace environment. If you are going to use your speaker phone, close your office door. When carrying on a conversation, make sure it is not conducted in front of other offices.

Bonus point: Keep it positive - Positivity breeds positivity and creates employee engagement

Adapted using "8 More Business Etiquette Tips" by Amy Arndt and "15 Workplace Etiquette Rules Everyone Should Follow, According to Reddit by Lucia Peters