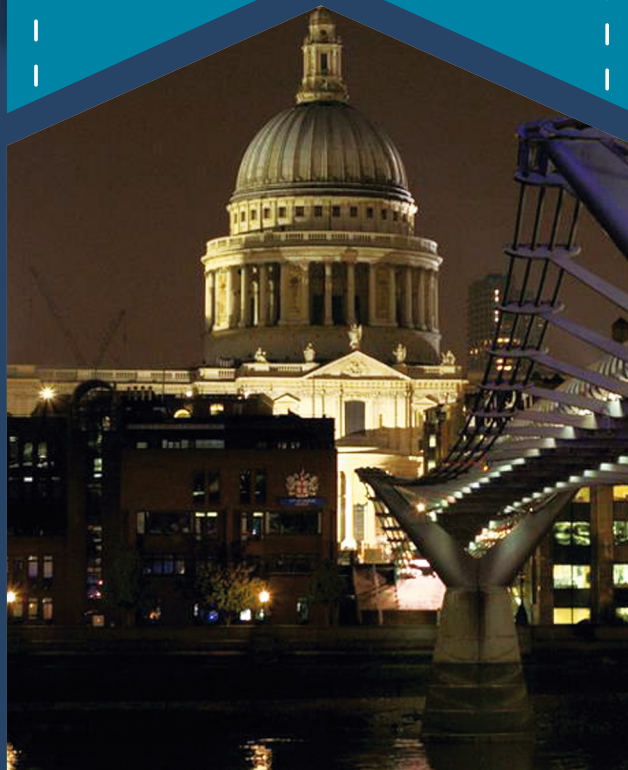




THE ESSENTIAL OFFICE ETIQUETTE GUIDE



LONDON





Etiquette guide

Working in a new office can be daunting, so we would like to offer you some top tips on the ‘unspoken’ codes of behaviour in the office – these are mostly about maintaining a pleasant environment in an enclosed space.



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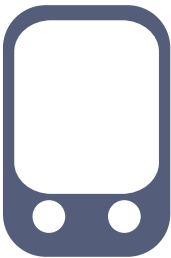
Say hello & greet your team when you arrive in the mornings – it makes a huge difference in building relationships and creating a good team atmosphere. Use your common sense however and choose appropriate times.

**2**

Watch your language & topics of conversation – every team and office are different in what is acceptable to discuss, but stay away from sex, politics, religion and moderate your language. Profanity may offend some colleagues and can look unprofessional.

3

Manage your notifications (apply to your phone/ desktop/ tablet etc) – have it on silent or vibrate, turn down your email alerts and other noises, as this can create a difficult environment for your co-workers.



Take personal calls away from the desk – find a meeting room or somewhere public where you can talk more freely, as you don't want to disturb others.

4**5**

Be punctual – turning up late for a meeting implies a lack of respect for someone else's time. In the same way, show respect for others' time and be observant of when people have time to talk and when they don't.



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Having a long discussion with someone? See if you can move it to a meeting room or the corridor – those sat around you might not want to hear your forty minute dissection of the project.

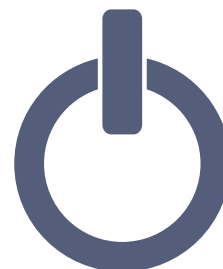


Email etiquette: Who really needs to be copied in and do you really need to reply all? Adding unnecessary items to inboxes isn't helpful – the less thoughtfully you communicate the less effective it will be.

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Try not to take phones to meetings – or if you do, don't text, email or whatsapp until the break. Take your cue from the meeting leader.



Keep your desk tidy – even if you don't mind the mess, it doesn't inspire confidence in your organisational abilities.

9

10

The main conflict at work is generally sharing space with other people – keeping strong-smelling food and other odour sources out of the office will help keep you on the good side of your co workers.



Don't be afraid to disagree with your colleagues, but remember to keep it polite and not personal.

11

While the same common sense approach will apply in any office, it is a good idea to try and adapt to local customs to make the most out of your internship. We've produced a list of simple tips that will help you fit in as easily as possible with your local office! However, always observe your co workers carefully and follow their lead if you are unsure.



UNITED KINGDOM

- *English colleagues will be particularly conscious of using 'please' and 'thank you'. If this isn't the norm in your country, try and adapt a little to help you develop relationships with your colleagues.*
- *In the same way, people are generally on time and punctual for meetings.*
- *The norm for greeting new colleagues is a handshake, and generally people allow for 'personal space' maybe more than in other countries – people are sometimes slower to make physical contact than in other countries. Observe your local colleagues and see what happens.*
- *The 'tea run' might be something you come across while in London. It's considered generally polite to participate in making tea or other hot drinks for colleagues once in a while – everyone will take turns.*

- *If you are working in a very social, team-activity focused environment, hangovers (once in a while) might be OK, but avoid coming in hungover regularly.*
- *Try to respect general English traits such as queuing and making small talk. Holding doors open for women, and other courtesies are still quite common.*

And finally:

Use this as a starter for ten – observe those around you and if you're unsure, ask someone who has been there a little longer.

