

Just my two cents: Mind your (office) manners

Posted by [Elizabeth Brummond \[SA\]](#) Jul 22, 2014

There are some people who never got the message that good manners go beyond the dinner table. There's the one that talks on their cell phone in the bathroom; another whose choice of lunch sends noxious odors down the hall; and one who forgot personal papers on the copier glass.

Most people are at the office to get their work done with the minimum amount of drama. Most are courteous and fun; but there are some so thoughtless in their actions, stories about them linger long after they've left the company. Good etiquette makes for good office relationships and a congenial atmosphere. Here's a few examples of how not to act at the office:

Stay home if you're sick...

Being dedicated is admirable. But, if you're sick, stay home. One, you're showing respect for your co-workers. Two, all your colleagues won't be giving you the stink eye.

No one wants whatever you're carrying around. Share chocolates, homemade cookies, cheese puffs – not your germs. I'd rather spend my personal days doing something I enjoy – not in bed feeling miserable because someone decided that they are indispensable.

Here's a secret – no one is indispensable. The world does turn, and work gets done, even if you're out for a day or so. My favorite saying: "If no one is dying of a bleeding head wound, it's not that important."

Stinky

Perfume – if you have to wear so much perfume that people know where you were five minutes ago, there's may be a personal issue you need to address.

Food – Garlic, tuna, cabbage, onions, Limburger cheese, hardboiled eggs, Doritos... the smells permeate throughout the office and linger. Burnt popcorn is one of my pet peeves; it roils my stomach.

I don't even want to go into the gym bag under your desk with the well-used shoes and unwashed shorts.

Eating at your desk

I don't care how hard you try, chewing makes noise. Do your co-workers, and yourself, a favor. Take lunch away from your desk. The sound of crunching chips grates on nerves. Experts say it's one of the best things you can do for your productivity, health and attitude -- not the chips but the going out for lunch, of course.

P.S. While not technically eating, smacking gum is as bad as crunchy chips.

Your mother doesn't work here

I've seen that sign in virtually every office. What is amazing – it doesn't work. Common areas, like kitchens, are for all to use. Not for one

to clean. Pick up after yourself. Believe it or not, they do know who you are and they will track you down. P.S.

Don't rinse your dishes and leave the remains in the sink .

Just my two cents: Mind your (office) manners

Home is where you aren't

The only attention you want at work is professional. No one wants to hear you describing your symptoms to a doctor's office while scheduling an appointment. Leave the emotional trauma behind as well – if you are having a difference of opinion with a friend or family, take it outside.

Excuse me

It's great to be friendly with your coworkers, but everyone has a job to do and not everyone wants to drop what they're working on to see the latest LOL Catz picture (I am, so feel free to send it along), hear a joke or, worse, gossip, or find out who got booted off "Survivor." Bonding is best during breaks.

I've actually witnessed the following. Don't:

- Clip your nails at your desk;
- Shave at your desk – man or woman. Yes, I saw a woman shaving her legs...
- Floss or brush your teeth;
- Wear lounge pants;
- Talk loudly on your cell phone in the middle of the office;
- Steal my pens.

Let's start the conversation: What bad manners have you witnessed? Do you have a particular pet peeve?

"I wish that my co-worker wouldn't..."

108 Views Tags: [etiquette](#)

[S Chandrasekaran](#)

Sep 12, 2014 1:15 PM

Valuable points to be followed in a corporate environment. Also i would like to add another important point to this. That is the "Lift Etiquette" !!!

[Alfred Dahdouh](#)

Sep 12, 2014 12:49 PM

Great rules to live by no doubt thanks for sharing

[Ming Luo](#)

Sep 12, 2014 12:42 PM

totally agree on all the items listed above. we need to use common sense!

[Cristina Arias](#)

Sep 12, 2014 12:05 PM

Great Post!

Many people have severe allergies, migraines, or even immune system issues that will get them sick easily than everyone else.

Just my two cents: Mind your (office) manners

Stay home if you're sick... PLEASE!

... Perfumes and other smells are triggers too. We all have to be mindful and do not ignore that we have to respect others, just because we love the new perfume, it does not mean other people do, or worst can get them sick.

* put on makeup and get your manicure done after work, or during your break (away from your desk).

* ...chewing and smacking gum...**please Switch to hard candy.**

<http://www.quickanddirtytips.com/relationships/etiquette-manners/chewing-gum-etiquette>

PD: Please let me know if I can do something different, or stop doing something to make your day at work better. We are all in the same boat.

[ElizabethA Hammond](#)

Jul 22, 2014 5:23 PM

WOW! What a mouthful.... you're brave to post this one.... the best one I agree with you on is to stay home when you are sick! We had a person come to work when he was sick and within a week or so we had 4 people catch the "alergies".... hmmm. Yes, please stay home when you have a fever or you don't actually have "alergies" - it may be a contagious cold or the flu and we don't really want to share it.

Thank, Liz!

Beth here in the Business Loan by Phone... waiting for your call....