

ETIQUETTE IN THE CANADIAN WORKPLACE

Knowing how to behave in different professional situations can help you avoid uncomfortable situations. Use these tips to guide your behaviour in different scenarios.

Scenario	Appropriate behaviour
You've been invited to a meeting or appointment.	Arrive on time. If you're going to be late, call and let your coworker know.
Your coworker has invited you to a lunch or dinner meeting.	Wait for your host to start talking about business. Rely on his or her agenda but come prepared to discuss relevant projects or tasks.
Your coworker is annoying you.	Be respectful. You never know when you might have to work closely with this person.
Your coworker is being disrespectful.	When appropriate, address the issue with your co-worker first. Approach your supervisor if the person continues to be disrespectful.
You stop by a workspace to speak with someone, but find that person on the phone.	Leave a note on the person's door or desk. Don't stand and wait for the person to finish.
You are on the phone when another person stops by your office.	If you want privacy, indicate that you will be a few minutes and will come and find the person when you are finished. Alternately, nod and gesture towards a seat in your office.
You're working on a project at home and need office supplies.	Don't take office supplies from work, even if others do.