

Workplace Etiquette



EASE is pleased to present:

***Sarah Brown, Coordinator III,
Labor Relations***

&

***Martha R. Reza, Ph.D.,
Director, EASE***

Wednesday, June 16, 2010

12:00 – 1:00 p.m.

Education Center West, 606A

Respect Others By...

Keeping a neat working environment

Remember you reflect LACOE!



Respect Others By...

Keeping “smelly” items out of the workplace.

- Limit use of fragrances, foods, candles, & flowers



Be Considerate

How we speak to one another makes a difference.

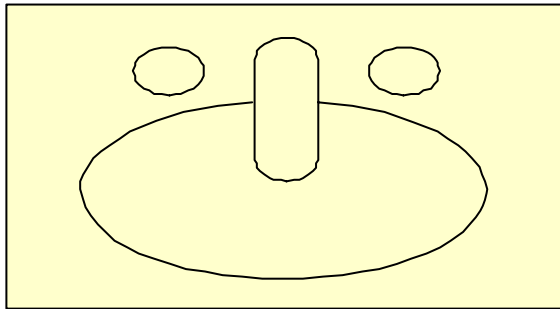


Be Mindful of...

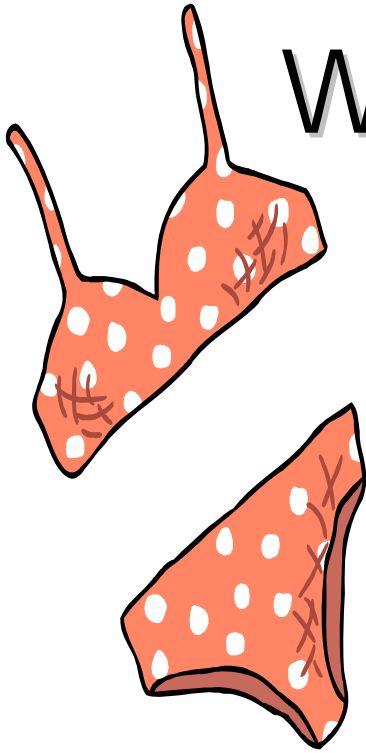
- Whispering to others
- Using a negative tone
- Using a second language
- Using profanity
- Using nicknames or name calling

Shared Space

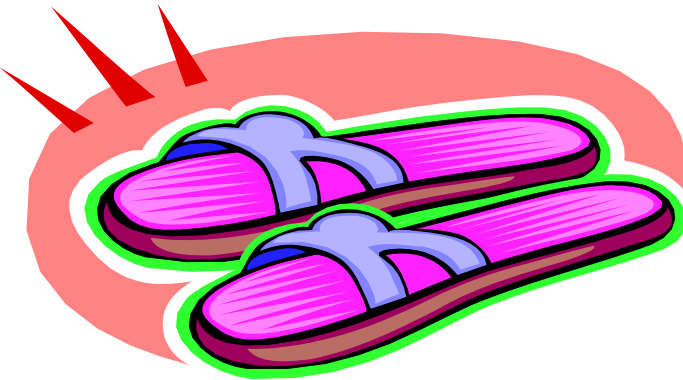
- Kitchen vs. Bathroom
 - Dishes are washed in kitchen
 - Teeth are brushed in bathroom
 - Clean up after use



What NOT to WEAR



If you can wear it to the beach
or on the weekend
– don't wear it to work



First impressions count.



A professional who doesn't take the time to maintain a professional appearance presents the image of not being able to perform adequately on the job.

- According to LACOE's New Employee Orientation Handbook "Common sense in your personal appearance should be considered in your neatness, cleanliness, and clothing. Inappropriate attire can be identified as any item of clothing that causes a distraction to other employees or creates an unsafe situation for the job being done."



Too Much Information

Money \$\$

Medications

Family
Problems



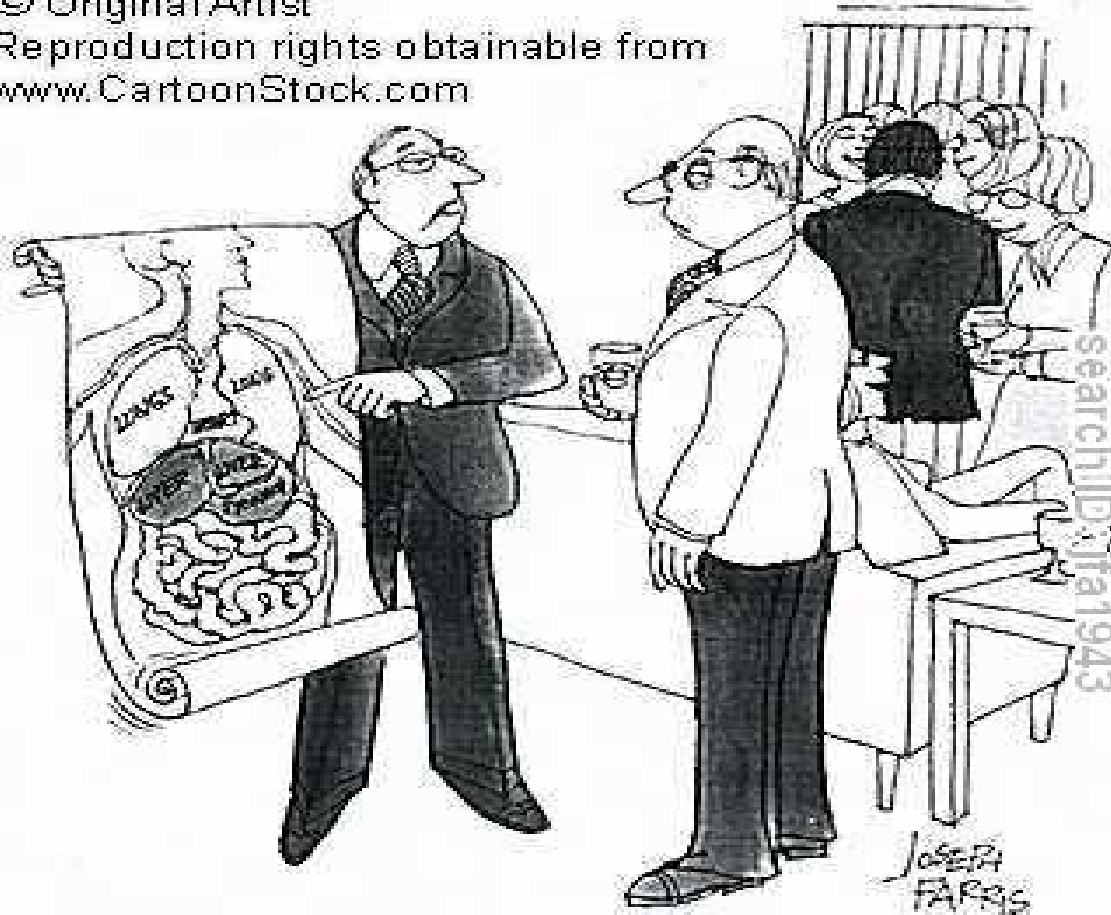
Religious
Beliefs

Politics

Sexual
Activity

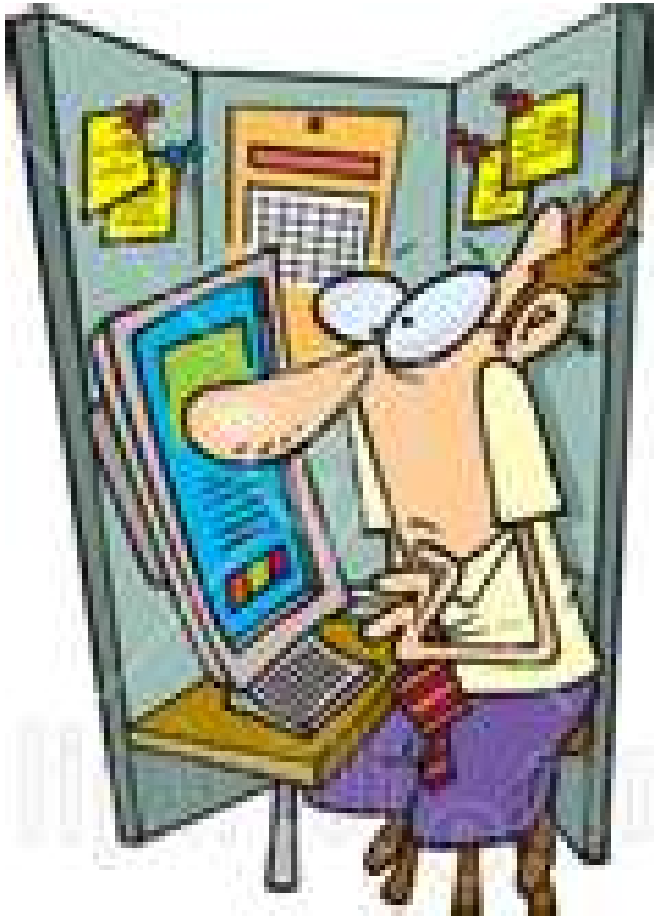
How are you?

© Original Artist
Reproduction rights obtainable from
www.CartoonStock.com



"Nice of you to ask. My bronchitis is acting up, I have a collapsed lung, my acid-reflux is terrible, I have a heart murmur..."

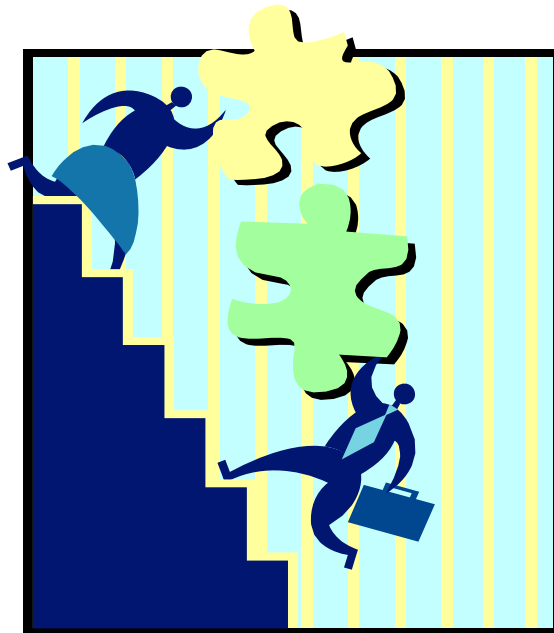
Cubicle Privacy



- 1. There are no secrets
- 2. Practice Volume Control
- 3. Respect the entrance
- 4 You are on display
- 5. Decorate with taste

Resources

- Talk about the issue/concern
- Division Diversity Council (DDC)
- Resource Management Team (RMT)



Is this cause for Disciplinary action?

PC 4250.5-23

- Discourteous, offensive, abusive or threatening conduct toward others.

PC 4250.5-25

- Any other work-related offense so grievous that a reasonable person would interpret it as an unacceptable work behavior or action.

