

Open Plan Office Etiquette

DO'S & DON'TS



PERSONAL CALLS

Avoid making or receiving personal calls in your workspace



CHECK VOICE LEVELS

During telephonic conversations as well as person to person interaction



AVOID MAKING NOISES

Which could annoy others, e.g. humming or clicking a pen



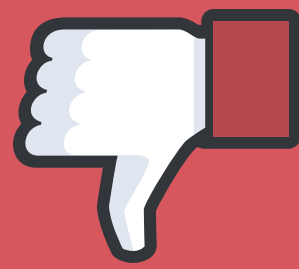
USE HEADPHONES

If the noise around you becomes unmanageable



ACCEPT STANDARD AIR-CONDITIONER SETTINGS

Adjust your dressing instead of adjusting the settings



EAVESDROP

If someone is not talking to you, don't intervene



RAISE YOUR VOICE

If you need to communicate with someone else in the office, not sitting right next to you, don't raise your voice to speak to them



HAVE MEETINGS

Don't have meetings with people in your workspace - book a meeting room



USE SPEAKER PHONES

neither when dialling or having the actual conversation



EAT MEALS AT YOUR DESK

Avoid eating full meals at your desk as the smell can be very distracting