



Four S's of Cubicle & Office Etiquette

Sounds

- **Use your “inside voice”** - be aware of your own voice or laughter
- **Avoid speakerphones and Zoom meetings without headphones** - close your door if you are in an office. If you are in a cubicle, consider using a small conference room or use headphones/earbuds
- **Put cell phones on silent** - turn off any ringtones, buzzes, pings and other alert sounds
- **Avoid loud music** – use personal headphones or keep your speakers on low to avoid disrupting your coworkers

Space

- **Keep desk décor neat and respectfully decorated**
- **Knock before you enter** – even if the door is open
- **Avoid yelling over cubicles** – walk over and speak in person or use Teams Instant Messenger
- **Don't “take” or “borrow” things from a co-worker's desk**

Smells

- **Avoid strong smelling food** – eat in a break room
- **Keep fragrances to a minimum** - avoid strong fragrance or perfumes
- **Avoid candles, diffusers and air fresheners**

Seen

- **Camera ON for all virtual interactions (Zoom/Team meetings)**
 - There may be circumstances that prevent the use of a camera as a rare exception – approved by supervisor
- **Dress/environment conducive to professionalism**

Be respectful.

Be considerate.

Be polite.