



## **Proper Workplace Behavior / Etiquette**

Explain why proper behavior and etiquette is important in the workplace

### **DO**

- Have a positive “can do” attitude
- Be courteous and friendly to co-workers and customers
- Be on time
- Take responsibility – if you make a mistake apologize and offer to help make the situation better
- Speak to a supervisor if you are being treated unfairly or see a co-worker behave inappropriately
- Stay busy and offer to help others
- Ask questions if you are unsure of your duties
- Dress and act professionally

### **DON'T**

- Be aggressive or rude to co-workers or customers
- Show disrespect towards supervisors, managers, co-workers, or customers
- Criticize co-workers
- Text, talk, or play with your phone at work...your social life can wait!
- Complain or discuss personal issues...work is not social hour

### **Contact Information:**

Bruce Clarke

Programs Assistant/Athlete Input Council Coordinator

[Bruce@SpecialOlympicsArizona.org](mailto:Bruce@SpecialOlympicsArizona.org)

Support Services Office | 2100 S. 75th Ave. | Phoenix, AZ. 85043

Office: 602.476.0843