WORKPLACE ETIQUETTE

5 TIPS FOR WORKPLACE SUCCESS



PREPARE YOURSELF, DRESS APPROPRIATELY, AND ARRIVE ON TIME



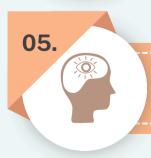
MINIMIZE PERSONAL TECHNOLOGY USE



RESPECT COWORKERS, SUPERVISORS, AND CUSTOMERS EQUALLY



AVOID GOSSIP AND DON'T BRING PERSONAL BUSINESS TO WORK



TAKE INITIATIVE AND BE FLEXIBLE TO HELP OTHERS WHEN NEEDED



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