Office Etiquette Policy

To ensure that we are supporting a productive and positive working environment, there are some basic etiquette rules that we expect our employees to follow including all of the following:

* When talking on the phone or with a patient or another employee, speak using an appropriate volume.
* Keep the kitchenette or lunch area tidy and clean. This includes cleaning up dishes, mugs, cups, or silverware after you have used them. Do not leave any dirty dishes on the counter or in the sink.
* Label your food and drink items with your name or place them in a lunchbox or bag. Food that is not labeled or placed in a lunchbox/bag may be eaten by anyone.
* Do not eat any food that does not belong to you and is labeled/in a lunchbox or bag.
* Throw away uneaten food by the end of the day. Do not leave old food in the refrigerator or elsewhere in the kitchen area.
* The refrigerator must be emptied every Friday.
* Food with a strong odor must be eaten in the back or in the kitchen area. Odorous food must not be eaten in the office area.
* Throw all food trash into the kitchenette waste basket. If the waste basket is full, empty it to prevent the trash from overflowing.
* Wipe excessive water from the sink counters after washing your hands.
* Ensure trash is thrown in the trash bin and is pushed down to prevent trash overflow.
* Ensure the toilet seat is left down.
* Be considerate of others needing to use the restroom.
* If you smoke, mask the smoke odor before returning back inside the building. Wash your hands and drink water as needed to help remove any odors.
* Chewing gum is prohibited.
* Discuss tense situations in private. Do not cause a scene in front of other employees, patients, or guests.
* All forms of bullying are prohibited, including any abusive conduct that is threatening, humiliating, or intimidating.
* Provide a helping hand to fellow employees when needed.
* Do not gossip with or about your coworkers or patients.
* When coming into the office for the start of a shift, greet your fellow teammates.
* Maintain good personal cleanliness but do not wear any heavy fragrances.

Click or tap here to enter text.

Click or tap here to enter text.