



Office Etiquette “Do’s”

Do’s

- Do say “Good Morning”, “Good Afternoon”
- Do say “Thank You”
- Do say “Please”
- Do dress professionally
- Do control your emotions
- Do turn off your cell phone or put on silent or vibrate mode during working hours



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Office Etiquette “Don’ts”

Don’ts

- Don’t chew gum or eat at your desk while attending to customers
- Don’t be rude to customers
- Don’t bad mouth LAUSD or your school in front of customers
- Don’t let your personal issues affect your work performance & interactions
- Don’t gossip
- Don’t take long breaks or lunches and keep the customer waiting
- Don’t say, “It’s not my job.” to a customer
- Don’t wear inappropriate attire



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