

Etiquette in Remote Work

A good etiquette is key to having a pleasant and comfortable work environment. Etiquette in a sense relates to good manners and polite respectful behavior. Without good etiquette the work space will lack harmony, one should keep good etiquette to ensure a happy and productive work environment. Bad etiquette on work does not only affect co-workers, but can also affect supervisors as well as clients. Keeping your phone on silent during meetings and calling out sick when you are sick to help protect your fellow employees all counts as good etiquette. Working remotely, employees tend to get comfortable at times in their own space, but one has to always be mindful that you are a working professional. Sometimes you have to dress the part to play the part, so jump out of those pajamas and suit up! Furthermore, during virtual office calls private chats should not be occurring; this can be seen as being rude and unprofessional.

