

# Office Manners: Cubicle Etiquette

## Talking

- Use your “library voice”.
- Don’t talk through cube walls or congregate outside someone’s cube. For impromptu meetings, go to a conference room or break room.
- Don’t yell across cubicles. Get up and move to the other person’s location.

## Privacy

- Never enter someone’s cubicle without permission. Behave as though cubicles have doors.
- Try not to sneak up behind someone in a cube. Announce yourself at their doorway or lightly knock on the wall.
- Don’t “prairie-dog” over the tops of cubes or peek in as you walk past.
- Don’t loiter outside someone’s cube while you wait for him or her to finish a phone call. Come back at another time.
- Never read someone’s computer screen or comment on conversations you’ve overheard.
- Keep your hands off a cube dweller’s desk. Just because there’s isn’t a door doesn’t mean you can help yourself to their Post It Notes.

## Smells

- A good rule of thumb is to never eat hot food at your desk. Food odors can bother your hungry neighbors as well as noisy eating. Try to limit meals to the break room.
- Perfume and cologne should be avoided in a cubicle arrangement. Your neighbors may have allergies.
- Keep your shoes on for obvious reasons.

## General

- Use email to communicate silently with your coworkers.
- Play music at low volumes or use earbuds.
- Set your PC volume to a low level and turn off screensaver sound effects.
- Set phones to vibrate.
- Eat quietly. Avoid gum-popping, humming, slurping and pen tapping.