



COMMAND INFORMATION OFFICE (CIO)

OFFICE ETIQUETTE

STANDARD OPERATING PROCEDURES

Version 1.0

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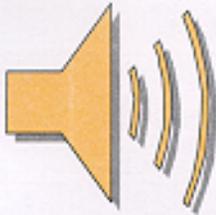
Date

Karen B. Britton

Approved by: K. Britton

5/24/04

Date



SEA 00I OFFICE ETIQUETTE: **NOISE CONTROL**



Due to the nature of the construction and arrangement of our office spaces, it is imperative that everyone be conscious of the need for a quiet professional office environment, one that is conducive to, and supportive of, the work that must be accomplished.

- **Use your “library voice” as much as possible.**
- **Talk and radios should be maintained at a low level. Loud or boisterous behavior should be curtailed.**
- **Do not use your speaker phone to have a conference call by yourself or to check your voice mails. If you must have a conference call, please use a phone in a conference room or enclosed office.**
- **To ask someone a question, please do not shout over the cubicles. Rather, use the phone or walk to that person’s workstation.**
- **Please keep the volume lowered on your PC’s speakers.**
- **Avoid holding meetings outside someone’s workspace. Please move to a conference room.**

Employees are more productive in a harmonious workplace, where coworkers respect and support each other. Professionalism and courtesy are the keys to office etiquette.
