



Top 5 Etiquette Offenses That Could Get You Fired

According to a recent survey of more than 2,000 executives conducted by TheLadders.com, here are the top 5 office etiquette offenses you'll want to be sure to avoid.



1. **Foul language** – of the numerous bad attitudes and behaviors that could annoy or offend coworkers and bosses, foul language tops the list.
2. **Gossip** – gossip can change the quality of a work environment and distract employees. Let your coworkers know that you won't engage in gossip. If you find yourself in a position where others are gossiping, change the conversation or exit the room.
3. **Drinking on the job.** Enough said.
4. **Leaving the office without telling anyone** - you owe your employer your time and effort and if you cut into that and leave without telling anyone, your action will reflect poorly on you. Do it repeatedly, and you could lose your job.
5. **Personal cell phone use** – excessive personal conversations during work time is not only interruptive and unproductive, it could put you in the unemployment line.

At The Emily Post Institute, we guide you in making a positive, professional impression that builds stronger internal and external relationships. To learn more about our seminars, **call Anna Post at (802) 860-1814** or by email at annapost@emilypost.com.