

Industrial Exposure and Corporate Etiquettes

Course Code : MGMT4014

Part - II

BY

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❖ Employer Etiquettes – Codes of Conduct Necessary for an Employer

- Employer Etiquette refers to codes of conduct necessary for an employer to follow in order to set an example for employees.
- Employers must behave in an appropriate way for the employees to respect them and look up to them.

▪ Some Employer Etiquette:

- Respect your employees.
- Avoid being partial towards anyone.
- Do not ask for special favours from any of your employees.
- Help your employees whenever required.
- Never encourage nasty politics at the workplace.
- Motivate your employees.
- Give the employees their due credit.
- It is essential to be transparent with the employees.
- Be realistic (proper feedback and show them the real picture).
- Treat the employees well for them to feel indispensable for the organization.
- Salaries must be credited to their salary account on time.

■ Some Employer Etiquette Cont...

- Employers must lend a sympathetic ear to the employees' grievances.
- Promote necessary training programs to upgrade the existing skills of the employees.
- Make yourself available to your employees.
- Monitor their performances but do not interfere in their work.
- Be friendly with your employees, the Hitler approach does not work now a days.
- An employer does enjoy some liberty but one should try his level best to adhere to the company's guidelines and policies.
- Never indulge in loose talks at workplace.
- If any of your employees has confided in you, keep it to yourself only.
- Remember respect is always earned and never demanded.

❖ Visiting Card Etiquettes

- Visiting card is nothing but a small document which bears the name, designation of the individual concerned as well as the organization's name and other necessary contact details.

▪ Visiting card must include :



■ Some Visiting Card Etiquette:

- The name, designation and contact details of the individual concerned ought to be correct in the visiting card.
- Do not choose stylish fonts for visiting cards.
- Visiting cards should be handled with care, Do not fold your business cards.
- Remember visiting cards are not meant to be kept at home.
- One must exchange his/her business card either in the beginning of the meeting or once the meeting is over.
- Never exchange your visiting cards with left hand.
- Keep your card at a place where it can be found easily.
- Organizations must use top quality paper for visiting card of employees.
- Whenever you exchange your visiting card with someone, ask for his card as well. Remember visiting card plays an important role in networking.

❖ Clothing Etiquettes / Dress Code

- Etiquette helps human beings to behave in a socially responsible way. Etiquette helps you gain respect, trust and appreciation from others.
- There is a huge difference between an individual's college and professional life. One needs to follow a proper dress code at the workplace for the desired impact.

It is essential to dress appropriately at the workplace for an everlasting impression. Individuals who dress shabbily are never taken seriously at work.

■ Follow a professional dress code :

- Make sure you feel comfortable in whatever you wear.
- It is not always necessary to wear expensive clothes rather wear something which looks good on you.

Avoid wearing jeans, capris, shorts, T - Shirts or sleeveless dresses to work.

❖ Clothing Etiquettes / Dress Code Cont...

- **Choose professional colours like black, blue, brown, grey for official attire:**
 - Bright colours look out of place in corporates. Light and subtle colours exude elegance and professionalism and look best in offices.
 - Make sure your clothes are clean and ironed. One should never go shabbily dressed to work. Prefer wrinkle free clothes.
 - Hair should be neatly combed and kept short. Spikes hairstyle looks good only in parties and informal get together.
 - Females should tie their hair. It gives a neat look.



▪ Generally Adopted Dress Code for Male Employees

- Male employees ideally should combine a simple shirt with trousers. Make sure the colours are well coordinated. Prefer a light colour shirt with a dark trouser and vice a versa.
- **Do not wear designer shirts to work.** Prefer plain cotton or linen wrinkle free shirts in neutral colours. Go for brands like Zodiac, Arrow, Colorplus, Louis Philippe, Allensolly etc. These brands offer good collection of formal office shirts.
- **The shirt should be properly tucked into the trouser** for the professional look. Prefer full sleeves shirts at workplace. Never roll up your sleeves.
- **Silk ties look best on professionals.** Don't go for designer ties. The tie should neither be too short nor too long. The tip of the tie ideally should touch the bottom of the belt buckle. Slim ties are not meant for offices.
- Wear leather belts to work preferably in black or brown shades. **Do not wear belts with flashy and broad buckles.**

▪ Generally Adopted Dress Code for Male Employees Cont...

- Socks must be well coordinated with the outfit.
- Don't wear shoes that make noise while walking. Prefer soft leather shoes in black or brown colour. Make sure your shoes are polished and laces properly tied. Never wear sports shoes or sneakers to work.
- **Shave daily.** Use a good after shave lotion and make sure your skin does not look dry and flaky.
- Body odour is a big turn off. One must always smell good in public. **Use a mild perfume or deodorant.**



▪ **Generally Adopted Dress Code for Female Employees**

- **Females should not wear revealing clothes to work.** Avoid wearing outfits which expose much of your body parts. Wear clothes which fit you best. Don't wear too tight or loose clothes.
- Understand the basic difference between a party wear and office attire. Never wear low neck blouses to work. Blouses with deep back or noodle straps are a strict no at the workplace. Avoid transparent saris.
- Females who prefer westerns can opt for light coloured shirts with dark well fitted trousers. A scarf makes you look elegant.
- **Never wear heavy jewellery to work.** Avoid being a makeup box. Nude make up does wonders. Nails should be trimmed and prefer natural shades for nail paint.
- Avoid wearing sharp pointed heels to work.
- The colour of the handbag must coordinate with the outfit.
- Eyebrow, naval, lip piercing must be avoided at the workplace.

❖ Desk Etiquettes – Codes of Conduct required at the workstation

- An individual spends his maximum time at the workplace and thus it is essential for him to feel comfortable there.
- Every employee should be assigned a separate workstation for him to concentrate on his work and contribute to his level best.
- A separate workstation also ensures employees do not interfere in each other's work.

■ Some Desk Etiquette:

- Keep your workstation clean and organized.
- Make sure you don't throw paper and wrappings here and there, throw them in dustbin.
- Throw all unwanted pens, pencils, highlighters, erasers, markers and so on. Keep all your stationery items at their proper places.
- Avoid keeping stacks of files at your desk.
- Avoid bringing soft toys, photo frames, candle stands to work.

■ Some Desk Etiquette Cont...

- The official phone should be used only for official purposes.
- Don't put posters of your favourite celebrities on the walls at the workplace.
- Keep a notepad and pen handy to jot down important contact numbers.
- Eating at the workstation attracts cockroaches and insects, Go to the cafeteria for lunch.
- Never peep into other's workstation.
- Take care of your tone and pitch while speaking.
- If you need to talk to any of your colleagues, use the extension phone.
- Keep your car keys, Bluetooth, earphones and other personal belongings at one place.
- Develop the habit of using a table top calendar.
- Ask the attendant to clean your drawer once in week.
- Avoid giving unnecessary printouts.
- Turn off your printer, scanner, computer, light when you leave for the day.
- Do not bring newspaper from home and pile on your desk.
- Smoking at the workstation is an offence.

❖ Office Lunch Etiquettes

- There are certain rules one must follow while taking lunch at the workplace.
- Office Lunch Etiquette refers to the skill sets required during lunch time at the workplace.
- **Some office lunch etiquette:**
 - Take lunch only during the assigned hours, be on time for lunch. Do not keep others waiting.
 - Individuals should avoid having their lunch at their workstations.
 - Never discuss work at the lunch table.
 - It is absolutely okay if someone whom you do not like much joins you for lunch.
 - Do not start eating unless everyone else on the table has received food.
 - Choose the right table for lunch. Sit where you feel comfortable.
 - Always keep a sanitizer handy. Wash your hands before eating to avoid transmission of germs.

■ **Some office lunch etiquette cont...**

- Place a napkin on your lap while having lunch.
- Avoid bringing smelly food to work.
- Make sure your lunch is properly packed.
- Never eat with hands in public.
- It is good manners to share your food amongst your fellow workers.
- Employees should not carry rotten fruits to work.
- Do not make noise while eating.
- Talking or laughing with one's mouth full is considered unprofessional.
- Eat slowly to avoid burping in public.
- Do not pick anyone else's food with your hand.
- Don't stare at someone else's plate, Finish your food properly.
- Do not leave anything on your plate.

■ **Some office lunch etiquette cont...**

- Once you are done, keep the utensils at the proper place.
- Do not get up from the table until everyone has finished eating.
- Never put fingers in your mouth while eating around other people.
- Avoid attending phone calls during lunch hours unless it is an emergency.
- Never pick your nose while eating. It is simply disgusting.



❖ Office Party Etiquettes

- Office Party Etiquette teaches an individual how to behave at office parties, dinners and get together.
- It is essential for an individual to behave sensibly at office parties.

▪ Some Office Party Etiquettes Are :

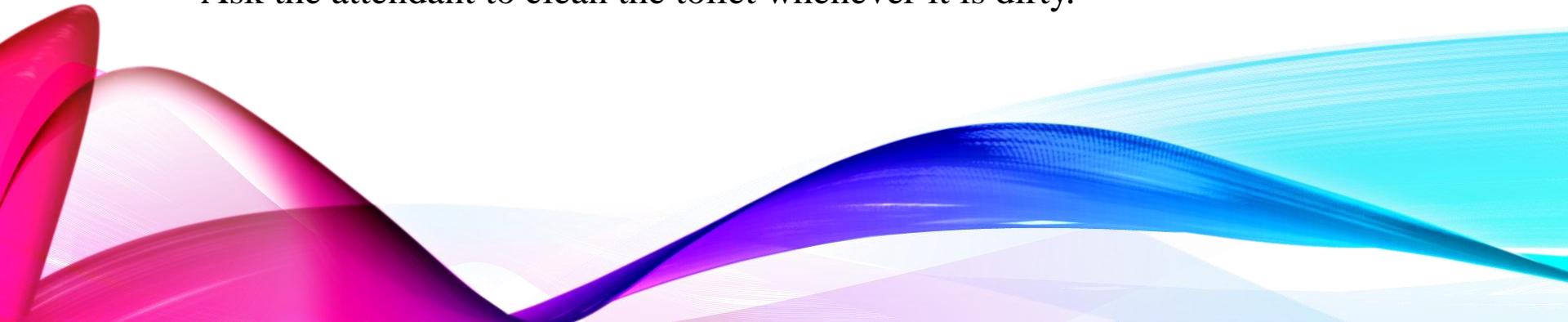
- Try to reach on time.
- Be careful about what you wear.
- Do not bring your kid, spouse or any other family member at office parties unless invited by your superiors.
- Maintain the decorum of the place.
- Office parties are a good way to win over your boss.
- Introduce yourselves to others, Greet all with a smile and exchange pleasantries.
- Try not to include alcohol in the menu.
- In buffets, wait for your turn in line, do not push each other.
- Do not load up your plate with food, eat in moderate quantities.
- Do not crack silly jokes or pass lewd comments.
- Avoid vulgar dance moves at office parties.

❖ Office Toilet Etiquettes – Rules to follow while using the Restroom

- Office Toilet Etiquette refers to set of rules an individual needs to follow while using the office restroom.
- It is essential to keep toilets clean and hygienic to avoid transmission of germs and infections.
- A dirty and unhygienic toilet is the breeding ground of several diseases.
- **Some office toilet etiquette necessary for an individual to follow:**
 - Never leave the restroom dirty.
 - **Lock the door carefully** when you are inside.
 - If someone is inside, **don't peep under the doors or knock endlessly.**
 - Female employees should avoid carrying their handbags inside the washroom.
 - Make sure you **do not wet the toilet seat.**
 - Females should always sit on the toilet seat while peeing.
 - Male employees should always stand a little close to the toilet seat to avoid dripping.
 - Never forget to **use flush once you are done.**

▪ **Some office toilet etiquette necessary for an individual to follow cont...**

- Do not hesitate to call the toilet attendant if the flush is not working.
- Make it a point to wash your hand with an antiseptic soap or sanitizer every time you use the restroom.
- Do not spit on walls.
- Don't take much time inside the restroom.
- Make sure you do not throw anything in the commode. Tissue paper must be thrown inside the dustbin and not anywhere else. Sanitary napkins must be wrapped in polybags and disposed in dustbins.
- Do not leave the restroom with taps on.
- One should not smoke inside the office toilet, It leads to suffocation.
- Make sure you turn on the exhaust fan once you are inside the toilet.
- Do not throw unwanted hair or soap wrappers in the washbasin
- Ask the attendant to clean the toilet whenever it is dirty.



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Thank You

