

# Do's and Don'ts of the Workplace Rules Everyone Should Follow

## The Do's

1. Do arrive early.
2. Do be willing to help a co-worker.
3. Do jump at the chance to complete a new task.
4. Do dress appropriately for the office.
5. Do be flexible.

## The Don'ts

1. Don't have personal conversations at your desk.
2. Don't bring your emotions into the office.
3. Don't be afraid to ask questions.
4. Don't be nervous, but also don't overstep your boundaries.
5. Don't forget that at work socials, you're still at work.

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