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Basic Work Rules that you have to Follow While Working by [Mark Bennett](#)

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You are immersed in the excitement of your first job after graduating from college or maybe you have started a new job. Along with the excitement comes the nervousness that your new employer and co-workers interact with each other in their workplace differently than you expected. It gives you a feeling of having an unexpected scenario just like the deals of the service providers like Charter Deals. But you definitely need to remember that no matter where you work there is always a workplace modus to help employees work better with each other.

Every job, employer, and industry are different in their work culture and what is and isn't an acceptable work behavior. So before assuming anything, check with your employer's policies and practices or ask colleagues about proper manners at work. Below are some of the basic rules and tips to help you get along with your fellow co-workers

Know and Respect your Boundaries

You must have seen that in some offices and cubicles have very open and relaxed borders where people can enter and exit freely and openly share their ideas with others. But not all workplaces are that open and freely-spaced.

If a co-worker is busy on the phone, talking to someone else, or operating machinery, come back at a later time unless it's an emergency. If they aren't busy but look deep in thought, think twice before interrupting. Once you get to know your co-workers and understand their quirks and work style, it will become easier to tell when it's good to approach them.

Also, avoid office gossip, even if it's true. What you say and what you do reflects your professional image. Keep that in mind when conversing with workmates. Respect others' privacy and your own by restraining from eavesdropping and revealing information too personal for work. If you need to make a personal phone call, make it short or take it outside.

Decorating your Bay or Desk

You need to always keep this in your mind that your workplace is technically your own. But it is still a place of business and you should consider many things when decorating it. While a cartoon or joke may be funny to you, it may be offensive to others. If you are old enough for a desk job, then you're probably old enough to keep movie posters, pop music idols, and toys at home. It's important to portray a professional image even if you want to make your space more personal.

When posting photos of family and loved ones, try to avoid photos of wild parties, use of alcohol, or any potentially offensive activities. If you want to completely redecorate or remodel your work space, come in an hour or two before or stay late after work so you don't disrupt anybody.

Plants and foliage are good for sound bumpers, but tend to leak water, attract bugs, and drop leaves. Take the time to properly care for your plants. Also, be considerate of co-workers who may have allergies and reactions to different plants and foliage.

Odor and Food Problem

Always beware of the excessive snacking at your workplace. Not only does the sound of chewing and mess of wrappers tend to annoy others, but also the smell could be unappreciated. There could

be some people in your office who are allergic to some snacks like peanuts. As your co-workers if they mind you eating at your desk. It is good if you avoid strong food with strong odors like certain cheese and fish that tend to linger even if you eat them in a designated lunch room.

Also pay a good deal of attention to your smell at work. Basic hygiene is important to remove unflattering body odor, but too much cologne or body sprays can be overbearing as well. Keep body scents to a minimum. You never know who does or doesn't like your new brand of perfume.

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Mark is a freelance writer and columnist. Also being an active blogger, he likes to share his thoughts with the rest of the world and to source out some great deals on home services like the one offered by

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