**Open Office Etiquette**

* **Stay quiet (talking & laughing quietly, listening to music with headphones etc.)**
* **Keep your space clean**
* **Respect privacy**
* **Be tolerant**
* **Keep your cellphones on silent mode**
* **Be aware of smells (lunch, perfume etc.)**
* **Think like a team**
* **Keep visits short**
* **Avoid the urge to gossip**
* **Be positive and**

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