

# *Employee Etiquette Rules*

*Bringing you career success  
every time follow them!*

*...from the desk of Karla Brandau  
[www.karlabrandau.com](http://www.karlabrandau.com)*

*Be credible*

*Be dependable*

*Be an active listener*

*Be personable and approachable*

*Do the dirty work cheerfully*

*Respect other people's time*

*Have the "Can-Do" attitude*

*Say 'Please' and 'Thank-you'*

*Be enthusiastic about other's ideas*

*Give others a break; forgive & forget*

