

**Check where your behaviour lies:
The "DO's" and "DON'Ts" of workplace interactions**

Engage in:

Refrain from:

Maintain eye contact



Staring or leering



Keep texts professional and respectful



Unsolicited personal texts or remarks (no, not even after hours)



Compliment achievements and skills



Comment on someone's appearance in a way that could be misinterpreted



Recognise hard work with rewards



Blurring professional boundaries by implying you have personal expectations in exchange for recognition



Light, professional conversation



Shifting conversations to intimate topics that could make others uncomfortable



Professional greetings that respect the other person's boundaries



Assuming everyone is comfortable with hugs or touch

