Dining Etiquette

**Table Etiquette:**
- Keep in mind with your utensils that you start on the outside and work your way in.
- Wait for everyone at the table to be served before you begin eating.
- Pass items in a clockwise pattern.
- Always pass the salt and pepper together.
- Pass items with the handle pointing toward the recipient.
- Always taste your food before seasoning it.
- It is acceptable to eat your chicken with your fingers on three occasions: a picnic, at home, or if it is served in a basket.
- Once you pick a utensil up from the table, it should not return to the table.
- Do not cut all your meat at once; this is reserved for children only.
- Dessert utensils may be placed across the top of the place setting. Slide them down at dessert, if this is the case.
- When finished with a course, leave your plates in the same position and place your knife and fork on the plate at 4 o’clock.
- Don’t ask for a doggy bag.
- Remember to thank your host. A thank you note is recommended!

**Seating:**
- Remain standing until the host indicates to be seated.
- Sit up straight; don’t lean or place your elbows on the table.
- Place your napkin in your lap.
- If it is necessary to leave between courses, place the napkin on your chair, or to the left of your plate.
- Never chew gum, smoke, blow your nose or use toothpicks.

**Ordering:**
- If you have questions about items on the menu, ask your server or host.
- Do not order more expensive meals or additional courses than your host.
- Don’t order finger foods as they can be messy.
- Don’t order alcoholic beverages unless your host suggests or offers and you are of age.

**Wine:**
- Red wine is usually preferred for dark meats and red meats and sauces.
- White wine is usually served with poultry and fish.
- Hold white wine glass by the stem to avoiding warming the
**Bread and Butter:**
- This plate is to the left of your dinner plate and above your forks.
- If you don’t have a separate plate, it’s okay to place the bread on your dinner plate.
- Bread should never be eaten whole. Break into smaller pieces buttering one piece at a time.

**Soup:**
- When eating soup, think of making a circle. Spoon away from you, bring it back around to your mouth and then back to the bowl.
- Soup is taken from the side of the spoon so it is NOT inserted into your mouth.
- Don’t make slurping noises.

**Salad:**
- The salad plate is either to the left of your napkin or on top of your dinner plate.
- The salad plate is typically smaller than the dinner plate, but larger than the bread plate.
- It is perfectly acceptable to cut your salad. Watch your cherry tomatoes – they spit!

<table>
<thead>
<tr>
<th>1. Napkin</th>
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<tbody>
<tr>
<td>2. Fish Fork</td>
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<tr>
<td>3. Salad Fork</td>
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<tr>
<td>4. Dinner or Main Course Fork</td>
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<tr>
<td>5. Soup Bowl and Plate</td>
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<tr>
<td>6. Dinner Plate</td>
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<td>7. Dinner Knife</td>
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<tr>
<td>8. Fish Knife</td>
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<td>9. Soup Spoon</td>
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<tr>
<td>10. Break and Butter Plate</td>
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<tr>
<td>11. Butter Knife</td>
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<tr>
<td>12. Dessert Spoon and Cake Fork</td>
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<tr>
<td>13. Water Goblet</td>
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<td>14. Red Wine Goblet</td>
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</tbody>
</table>

For more information regarding dining etiquette, contact the Marietta College Career Center at extension 4645 or cc@marietta.edu.
Business Etiquette

Cell Phone Etiquette:
• In the office, make sure your phone is on silent or vibrate.
• Get rid of your inappropriate song ring tones and opt for a conservative ringer that comes standard on your cellular phone.
• Use your cell phone for important/emergency calls only.
• Find a private place to make calls.
• Don't bring your cell phone into the restroom ... Ever!
• Don't bring your cell phone to meetings, it may tempt your to text during the less interesting moments.

Email Etiquette
• Wait to fill in the “TO” email address.
• Be concise.
• Use correct grammar and check spelling.
• Make sure to address people by titles, and use complimentary openings and closing.
• Check your email at least once daily.
• Don’t use email for confrontation; being passive aggressive will cause more problems.

Departmental Meetings
• Always arrive on time.
• Read the agenda ahead of time and come prepared.
• Maintain eye contact with the speaker. Sit up straight.
• Introductions should be made, it smooths group think.
• Treat everyone equally; don’t brown-nose the boss and ignore the secretary.
• Plan to say at least one thing, or ask one question.
• If you’re leading the meeting, circulate an agenda
  • Put all the action items first
  • Then, discussion
  • Last, information

At the Office:
Office Furniture and Desk Privacy
• Treat the furniture well
• Stay on your own desk
• Do not put your feet on the furniture.
• Do not sit at another’s desk or use their computer without permission.

Refrigerator
• This isn’t the dorm. Don’t eat or drink it if it isn’t yours!

Visitors:
Think First!
• Is it appropriate for you too meet with this person in this venue?
• Is your office presentable?

Company Car
• Keep your car clean; it represents you and the company.
• If your company requires, keep legible, accurate and organized records of mileage and destinations.
• Unless specified, don’t use your company car for personal use.
• Check your company’s policy on smoking and cell-phone usages while the vehicle is in motion.
• Drive responsibly and courteously. At many companies, speeding tickets can result in a bad image and banishment from driving the company car.
• NEVER drink and drive. Having or getting a DUI on your record almost always signals the loss of the company vehicle...and possibly your job.
**Holiday Party Etiquette**

- Act as though your behavior is being observed every minute (because it probably is)
- Do not decline the invitation to attend an office party; not attending could hurt your reputation.
- Spend at least 30 minutes at the party for appearances, but don’t overstay your welcome.
- Don’t use the office party as an excuse to blow off steam.
- Don’t pull the nightclub attire from your closet for the event -- ask whether the attire for the party is formal or casual.
- Keep your hands to yourself. Don’t flirt, and avoid any other inappropriate behavior.
- Don’t spend all evening talking business.
- Keep one hand free during the night so you can offer handshakes to people as they come by.
- Know exactly who is invited to the party. Spouses or significant others are not always on the guest list for office parties.
- Don't forget to thank the person responsible for the planning and coordinating of the party.
- Consider sending a thank-you note to top management for hosting the party.

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**Sexual Harassment**

It is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or
- submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting such individual, or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**EXAMPLES:**

- unfulfilled threats to impose a sexual quid pro quo
- discussing sexual activities
- telling off-color jokes
- unnecessary touching
- commenting on physical attributes
- displaying sexually suggestive pictures
- using demeaning or inappropriate terms, such as "Babe"
- using indecent gestures
- sabotaging the victim’s work
- engaging in hostile physical conduct
- granting job favors to those who participate in consensual sexual activity
- using crude and offensive language

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**Know the Rules!**