

Good Rules for Good Cubicle Etiquette



Respect the Privacy of Employees Working in a Cubicle

- Try not to sneak up behind someone in a cube. Announce yourself at their doorway or lightly knock on the wall. Do not enter before you have eye contact “permission” from the occupant.
- Don’t “prairie-dog” over the tops of cubes or peek in as you walk past each one.
- Don’t loiter outside someone’s cube while you wait for him or her to finish a phone call or read their computer screen while you are standing there. Come back at another time.
- Resist answering a question you overheard asked in the cube unless you have permission. And don’t yell across the “cube farm.” Get up and move to the other person’s location to talk.
- Avoid congregating outside someone’s cube. For impromptu meetings, go to a conference room, break room or an open office.
- Behave as though cubicles have doors. If an employee doesn’t want to be interrupted, he or she can post a sign indicating this.

Suggestions for Employees Working in a Cubicle

Regarding Phone Usage:

- Try to pick up the phone after one or two rings. Set the ringer volume at a low level. Also, cell phones should be turned off or to vibrate.
- Do not use speaker phones. Use a meeting room for conference calls.
- Watch the volume level when talking on the phone and use professional language.
- With personal or sensitive calls, be aware that cubicle neighbors can hear the conversation.



Working in a cubicle environment or open workspace can create a feeling of camaraderie but it can also be challenging when it comes to privacy and noise. Companies can follow these simple ground rules for good cubicle etiquette so employees remain productive and neighborly.

Regarding General Noise Reduction:

- Play music at low volumes or use ear buds as allowed.
- Set PC volume to a low level.
- Use email, chat, or instant messaging to communicate with coworkers.
- Eat quietly. Avoid gum-popping, humming, slurping and pen tapping.

Regarding Intense Smells:

- Avoid eating very odorous food inside the cubicle and use the designated lunchroom or break rooms instead.
- Avoid wearing strong perfume and cologne in a cubicle arrangement as some employees may have allergies or become nauseous with overpowering smells.


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Be respectful of all those within earshot while working in an open workspace.

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