

Tips for work gift-giving

If you're considering buying presents for people at your workplace, it's important to know how to do it right:

- **Be discreet.** If you are buying gifts for just a friend or two, consider giving them outside of work so others don't feel excluded.
- **Keep it professional.** Work-related items, such as a nice pen or a coffee mug (if the person drinks coffee), are appropriate options. Personal items, such as perfume or clothing, should generally be avoided.
- **Be careful about supervisors.** Many companies frown upon giving gifts to the boss. Although your intentions may be good, co-workers may see it as a way to buy into your boss's good graces. And, it could make your boss uncomfortable.
- **Don't go overboard.** Spending more than you can afford isn't necessary and may make the recipient feel uncomfortable.
- **Consider different religions and beliefs.** Remember that not everyone celebrates the same holidays.

Hands-free etiquette



Whether you're in a work meeting or at the office holiday party, you may want to put down your smart phone. Checking your email and posting to social media during work activities may give others the impression you are bored or would rather be somewhere else. If you must have it on for emergency calls, silence the dinging emails and text messages to minimize distractions.

