

When you have a work-related question or issue:

☐ Is the person in an office or separate room?

☐ If the door is open, **KNOCK**.

☐ If the door is closed, **KNOCK and WAIT for them to tell you to come in.**

☐ Is the person in the hallway, break room, or other non-work area?

☐ If the person is on the phone, **WAIT**.

☐ If the person is speaking with someone else, **WAIT**.

☐ If the person is going into the bathroom or is in the bathroom, **go away**
and talk to them when they are not in the bathroom.

☐ Is the person in a work area?

☐ If the person is on the phone, **WAIT**.

☐ If the person is speaking with someone else, **WAIT**.