# When is Casual too Casual?

As departments evolve and workplace cultures adapt, the lines between casual interactions and professional boundaries can blur. Spending day in and day out with your colleagues can make it difficult to navigate when "casual" becomes a bit too casual in your working relationships. It is important to recognize that keeping a respectful rapport between supervisors and employees fosters a productive and balanced work environment.

## **Consider the guiding points below:**

#### **Events outside of work**



Although what you do outside of your workplace is personal, it's important to be mindful of blurring lines during afterhours, non-work-related activities. Remember that what happens outside of work often finds its way back to the office.

## **Sharing of information**



Respect those who choose not to share personal details about their lives outside of work.

#### **Communication**



The avenues of communication with your employees are endless.

Ensure that your communication is concise, comprehensive, and impactful. Adopting a too laid-back approach in professional communication can place colleagues in awkward situations.

## Office Gossip



The urge to express opinions on contentious topics at work can be strong. What may seem like harmless venting can quickly spiral downward. It is best to steer clear of gossip altogether.

Maintaining professional relationships in the office is essential for creating and maintaining a respectful and efficient work environment. While casual interactions can create a friendly atmosphere, professionalism ensures that boundaries are clear and roles are respected. This approach helps prevent conflicts of interest, reduces the risk of perceived favoritism, and promotes fairness in decision-making processes.

## Did you know?

Degree Attainment Bonus Applications, Less Than 12-month Agreements, and Nepotism Forms are now available to fill out and send on Adobe Sign. Get access <u>here</u>. Once logged in, click "Start from library" then choose "Workflows" and select your desired form. Obtaining signatures has never been so easy!

