**Read the advice how to socialize at work. Express your ideas (in a written form).**

 - Don’t make comments about someone’s physical appearance.

- Don’t tell “dirty” jokes that might offend someone.

- Don’t make assumptions about man’s or woman’s duties, for example, assuming that women are to get you coffee.

- Don’t touch anyone – either man or woman – such as putting your arm around him/her, touching a hand or arm, giving a pat on the back, shoulder.

- When you meet someone, don’t stand too close. Keep your physical distance. A minimum is two feet.

- Don’t use terms of endearment (“Honey/Dear/”) to anybody. Use the person’s first or last name.