

Annex B: Etiquette Rules for using the co-working space

Working in a coworking space provides a unique experience and the flexibility to act and carry yourself differently than that of traditional office space. However, the opportunity of using shared office spaces also comes with shared rules and responsibilities.

Our coworking spaces give you the option to leave your desk at any time to network, take advantage of extra services and connect with a unique social environment that you wouldn't find anywhere else. However, this also comes with challenges in terms of your overall privacy, working without distractions, and working with strangers. It's for this reason that you need to practice proper etiquette. And even more so, amidst the COVID-19 pandemic, it's essential to follow some rules for a productive, friendly, safe and healthy workspace. So, please read carefully the etiquette rules below to implement in our coworking space.

1. Be Mindful of Noise Management

Everyone understands that some level of background noise is acceptable in coworking spaces, but be reasonable about the amount of noise you create. Therefore, it is important to know the noise policies and some of the main highlights you should be aware of are listed out below:

- a. If you need to make a phone call, use a phone booth, step into the hallway or take a walk.
- b. During group or team work, remember to keep noise to a respectful level because other people are using the same space for individual work.
- c. Use headphones to play music instead of blaring it from speakers.

2. Book the meeting room prior to your schedule

We have a common meeting room that allows privacy and noise control. However, since it is a common area, it is obligatory to book it prior to your scheduled meeting. Below you may find additional etiquettes that are expected from your side:

- a. No meetings allowed in the open space.
- b. Book the meeting room prior to your schedule.
- c. Don't overstay in the meeting room. By prolonging your client meeting or taking too long to wrap up a call, you're probably causing a delay for everyone else who needs to use that common space for meetings. While some bumps in the road are expected, it's not acceptable to delay a fellow coworker's plans. That's why time management is crucial when booking a meeting room in our shared workspace.
- d. Leave the meeting room in better shape than you found it.

3. Clean up after yourself

As a general rule, treat the space like you want it to be treated. This means eating only in designated areas, brushing up on the visitor policy and smoking outside. You know how the saying goes: "Cleanliness is next to godliness." This maxim is particularly crucial in coworking spaces, where dozens of people share one area. Because workers come and go throughout the day, you should make sure to keep your workstation clean and tidy. No one likes dealing with a mess left behind by a previous coworker, so make sure to toss your coffee cup and spare napkins before leaving. Please follow these rules:

- a. Clean after yourself in any of the areas you use (kitchen, lodges, your space, meeting rooms, common areas etc);
- b. We have many amenities in the kitchen. Please clean them after use, they are commonly used by all members;
- c. Please clean after yourself after using the restroom. Unfortunately, the premises only allow for one common restroom for everyone in the building;
- d. We have a dishwasher that doesn't replace cleaned or uncleaned dishes on its own. Please be open to sometimes voluntarily put all the dishes back in the kitchen, to make space for the used ones to be placed for cleaning.

4. Being considerate to your fellow members in the coworking spaces

In case you are sharing a table with someone else in a coworking space, you should make it a point to keep all your items in the space designated for you so that the other person does not face any inconvenience and never get irritated with you. The coworking staff are also at your service to help you find an outlet for charging your laptop or helping you to fix the issue (if any) with the printer or coffee vending machine. However, you should always know your boundaries.

5. Refrain from overusing amenities and services

This can at times create distractions and issues within a workspace while someone oversteps their designated boundaries. This includes:

- a. Overbooking of the meeting rooms
- b. Over-using all the papers in the copier machine
- c. Using the space which has been assigned for some other member in the coworking space
- d. Hogging the shared equipment (ex. Printer, Coffee Machine, and other kitchen amenities)
- e. Coffee machine. We don't count how many coffees you have per day, but be mindful of the daily usage, so we can cover enough coffee for everyone within a month.

6. Be flexible

The open coworking spaces are undoubtedly excellent for the purpose of professional networking but they also offer lesser privacy. The best approach to follow while you choose to co-work is to remain flexible and possess a great sense of humor which will help you in tackling several small issues. Rather than being stressed regarding any issue, you should ideally take the opportunity to tackle them by thinking out of the box and exploring some feasible options.

For example- you might choose to head over to another vacant workstation temporarily for an hour or so when your neighbor is being too noisy. Alternatively, you can try the option of chatting with them one to one and crack a joke intending towards lightening the mood.

The golden four rules to follow here:

- a. Keep an open mind;
- b. Celebrate diversity;
- c. Spread the word;
- d. Respect each others privacy
- e. And while this should go without saying, avoid discriminatory behavior and harassment toward your fellow freelancers—it's their space, too.

7. Access to the building: Security, Cameras, Fire, and Alarm

We have security cameras located outside and the space is secured with a professional monitoring security services company. Additionally, the space is equipped with fire safety equipment that may be used in arised cases of fire.

Once you sign the contract you will be provided with credentials on how to access the building, including here your personal key, keypass to the security system, cameras, fire safety equipment etc. Please consult with the staff on how to use them.

If you are the last person to leave, turn off the lights and make sure the electronic gadgets are off, close all windows, and lock the door.

8. Electricity

In cases when the electricity power goes off, the space is equipped with backup electricity access. However, the solution we currently offer does not mean that we will have electricity in the entire facility, but only with certain priorities to overcome this technical challenge and to enable you to continue the work without interruption and change of environment. Therefore, we ask for your understanding and "eco" use of this backup power source - that is, only for essential needs.

Then this is the solution when the electricity power goes off, this is what works in details below:

- The coworking space will offer WiFi during power outages;
- The coworking space will offer available lights, but only in a certain percentage of the space due to the capacity we have now;
- The coworking space will offer access to plugs only in emergency cases when you have no battery in your laptop, or when you have an important meeting - that is, for a limited time and in special cases. Therefore, for this part, we encourage you to pre-charge the laptop to try to be economical and use the new power source if the power is interrupted for longer than 2 hours.

9. Be a planet saver

We care about our planet and we believe that being eco starts from being accountable in our daily habits and usage. Some simple rules to follow here:

- If you are the last person to leave, turn off the lights and make sure the electronic gadgets are off, close all windows, and lock the door;
- Don't use plastic cups, we offer dishes that can be used in our kitchen;
- Be aware and mindful of your daily usage of electricity, lights, paper, paper towel, water, and other remedies that the space offers.

10. Be open and friendly

Working in a coworking space is also about being social. So, this goes without saying that possessing a friendly demeanor is certainly appreciated in our space. We start our days with warm hellos and up until now the great and strong connections created within are what makes the coworking space's greatest value.