

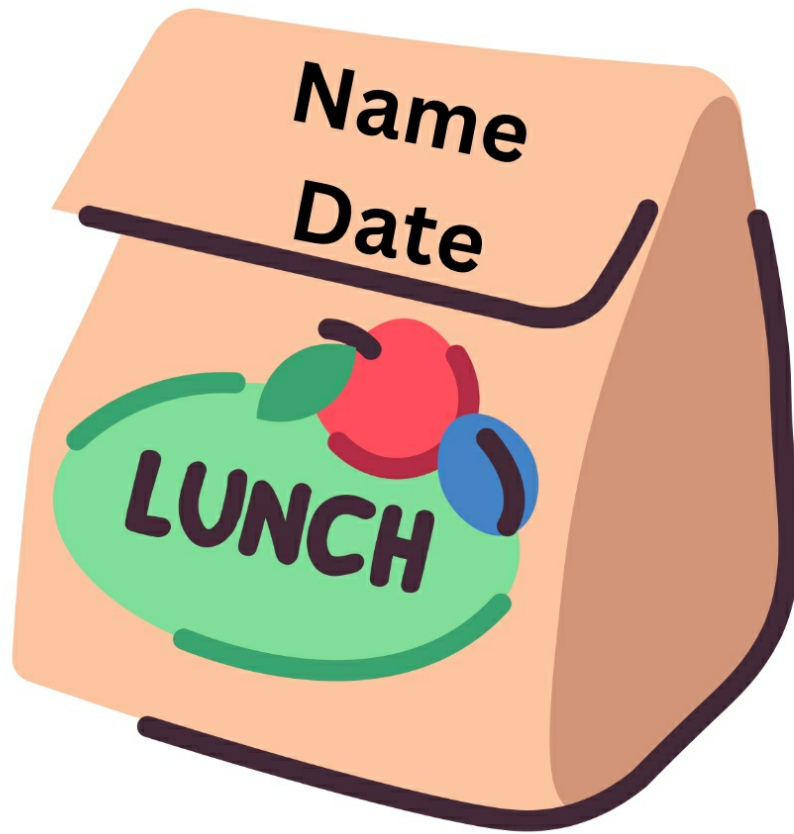
## Refrigerators

**Refrigerators** are **shared** appliances in our offices and should be treated as such. Messes and spills happen, but any **spills** or **messes** should be **cleaned immediately**.



When putting things in the refrigerator, **label** them with your **name** and **date**. All food should be **taken home** or **disposed** of by the **end of your last day weekday in the office**.

**No food should be left in the refrigerators over the weekend.**



If you come across food that is **spoiled**, please **dispose of it**.

### **In the Maitland Office:**

There are **two refrigerators**, labeled for community storage and community consumption.

Anything in the community consumption refrigerator is there for you to enjoy.

We just ask that if you take the last of a soda, you restock them or let the office manager know if we are out.

## Coffee

Coffee is an **important staple** in the office kitchen.



If you take the **last of the coffee**, it is your **responsibility** to **make more**.

The **instructions** for **making coffee** are **posted** by the coffee machine.

If you are the **last person to leave** the office and lock up, please **ensure the coffee machine is turned off and emptied before leaving**.

## Desk Equipment



**Your desk should be equipped with the following items:**

- Computer & Monitor
- Keyboard
- Mouse
- Internet Cable
- Power Supply Cable
- Headset

If you need something additional let the **office manager** know.



## Shared Office Spaces

When working, please be conscious of the space you share with others.



Please step outside or into a conference room if you need to take a personal phone call.

Always be mindful of your volume.

The microphone on headsets will often pick up noises and nearby conversations.

If you choose to listen to music, use the provided headphones to ensure you don't disturb others.

Always tuck in your chair when you leave your desk and retrieve any items that may have fallen on the floor.

This will help everyone avoid trip hazards.

Minimize strong scents in shared spaces.

## Shared Desk

Some employees will **share a desk** depending on schedules and space availability.



If this is the case for you, please **communicate** with your **deskmate** to settle any **desk preferences**, such as:

- Monitor Height
- Keyboard and Mouse Preferences
- Organization
- Knick-Knacks
- Etc.

Communicating this with your deskmate will go a long way in establishing mutual respect and making your job easier.

## Conference Rooms

The **conference rooms** are **shared spaces** and should be treated as such.

**Reserve a conference room** for an **upcoming meeting** if you wish to use it.

**Impromptu meetings** are welcome to use the **conference room** if it is **not already reserved or in use**.



**After a meeting has taken place, make sure to:**

- Clean up any messes
- Discard any trash appropriately
- Wipe down the surfaces as needed
- Power down the wall monitor
- Tuck all chairs into the table



## Virtual Meetings

Virtual meetings are a staple in today's business environment.



Make sure to arrive on time for virtual meetings, just like any other meeting.

You may choose to have your camera on or leave it off.

If you are presenting during the meeting, the expectation is to have your camera on. When your camera is on, your background needs to be clean and neat or have a blurred filter applied.

It is common courtesy to mute your microphone when you are not speaking to prevent unexpected disruptions.