OPEN-PLAN OFFICES

WE ARE CONSIDERATE OF EACH OTHER



- CONSIDER WHETHER IT IS NECESSARY TO INTERRUPT A COLLEAGUE.
- IT IS OKAY TO SAY NO - IN A NICE WAY - IF YOU DON'T WANT TO BE INTERRUPTED.
- PROFESSIONAL CONVERSATIONS AT DESKS ARE OKAY FOR SHORT PERIODS OF TIME.
- TELEPHONE CONVERSATION SHOULD BE SUBDUED.
- SOCIAL TALK IS OKAY – BUT SHOULD BE SUBDUED.
- USE HEADPHONES WHEN LISTENING TO THE RADIO.

ORDER IN THE OFFICE

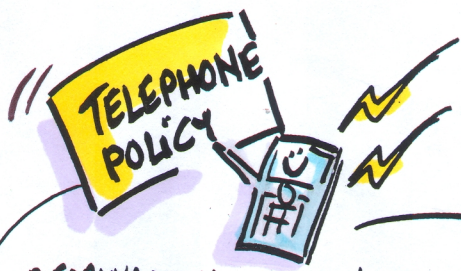


- EVERYONE TIDIES UP AFTER THEMSELVES.
- WHEN THE WORKDAY IS OVER, THINGS SHOULD BE IN REASONABLE ORDER ON YOUR DESK.

GUESTS



- PERSONAL GUESTS ARE WELCOME FOR SHORT PERIODS OF TIME.
- EVERYONE IS RESPONSIBLE FOR POINTING OUT WHETHER GUESTS ARE MAKING TOO MUCH NOISE.



- FORWARD YOUR MOBILE PHONE TO A COLLEAGUE IF YOU ARE ABSENT FOR A LONG PERIOD OF TIME.
- IF AN ENTIRE GROUP IS AT A MEETING, ACTIVATE THE VOICEMAIL OR FORWARD CALLS TO THE RECEPTION.
- SET YOUR MOBILE PHONE TO "SILENT".
- WHEN LEAVING THE OFFICE, TAKE YOUR MOBILE PHONE.

CB.