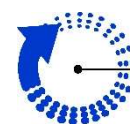




# Protocols

Shared etiquette for our work community



**OEC Business Interiors**  
The Workplace Professionals

# Welcome

Our goal is to enhance the work experience of every team member while ensuring a healthy work environment. Protocols are the shared etiquette for how we will use our new work community.









This collection of protocols defines the social norms for our community and addresses our desire to enhance collaboration, support privacy needs and promote effective utilization of our shared resources. Our workspace has been designed to accommodate for these needs and cater to increased mobility.

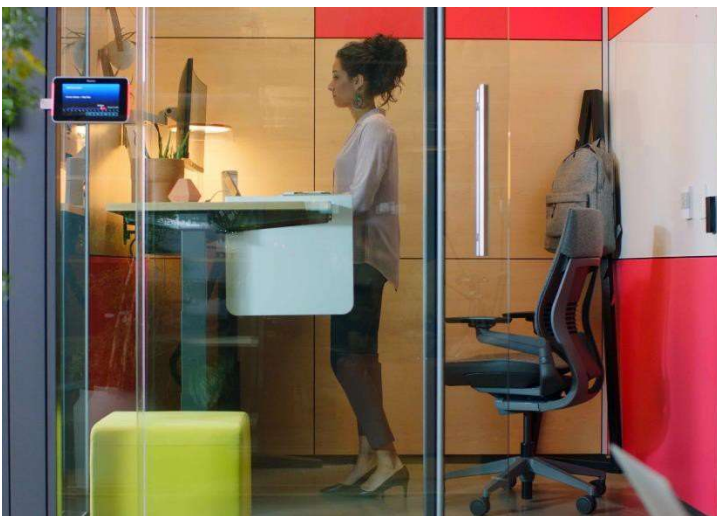
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# Protocols for Our Spaces

Get to know our new workspace, including places to work individually and together. Some spaces are owned, and others are shared. Here's a guide to our range of settings and tips on how to use them.

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# Shared Work Spaces

Within our variety of shared spaces, choose the space that best serves your needs and the work you're doing.

- Some spaces are available on a “first-come, first-served” basis. There is no specific time constraint on usage.
- Informal collaborative areas are available throughout the building to support our work and learning.
- Be conscious of noise and other disruptions to adjacent work areas.
- Leave spaces wiped down and ready for the next user.
- Store drawings and samples at the end of the day in provided baskets on carts or in storage nearby.
- Shared space in the Design area is for spec checks. Noise and distractions need to be kept at a minimum.





# Individual / Assigned Spaces

Personal workspaces are assigned to individual team members based on need.

- Comfort and functionality are important. Height adjustable desks and ergonomic seating have been provided to support seated and standing postures.
- Everyone needs time to focus. Let your colleagues know when you're open to interruptions by using your desktop signal. It should be set to inform others of your work status.
- Clean your workstation at least once a week.
- All trash needs to go to designated shared receptacles. Personal trash cans are not permitted.
- Disinfecting wipes can be found in the Resource Center.
- Lockers and additional filing space are provided, if needed.
- Excessive accessorizing and clutter is discouraged.
- Drawings should be put away at the end of day and not left on common surfaces.





# Touchdown Spaces

Mobile workers have access to a variety of settings for individual work.

- Multiple settings are available for you to choose the level of openness or privacy that meets your need.
- Use a touchdown space for individual work.
- Think about the acoustics in the space. For longer conference calls or group meetings, leverage Private Enclaves or Meeting Rooms.
- Remove your personal possessions when you are finished using the space and return it to its original condition so it's ready for another user. Spaces are available for single day use only.
- Touchdown Spaces are available on a first come first serve basis. No reservations allowed.

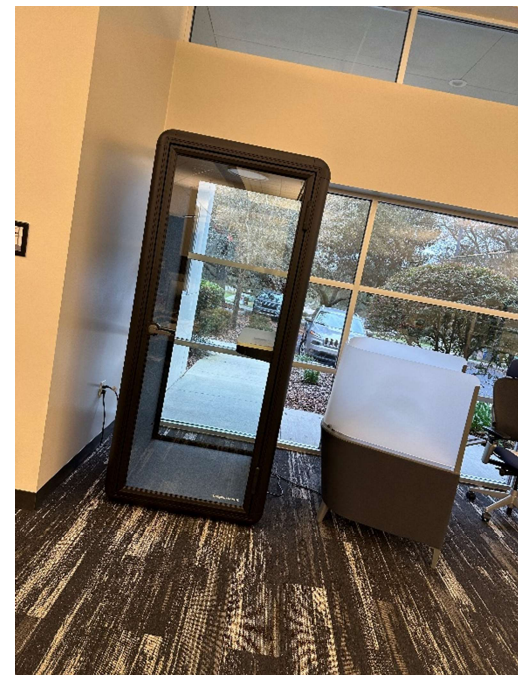
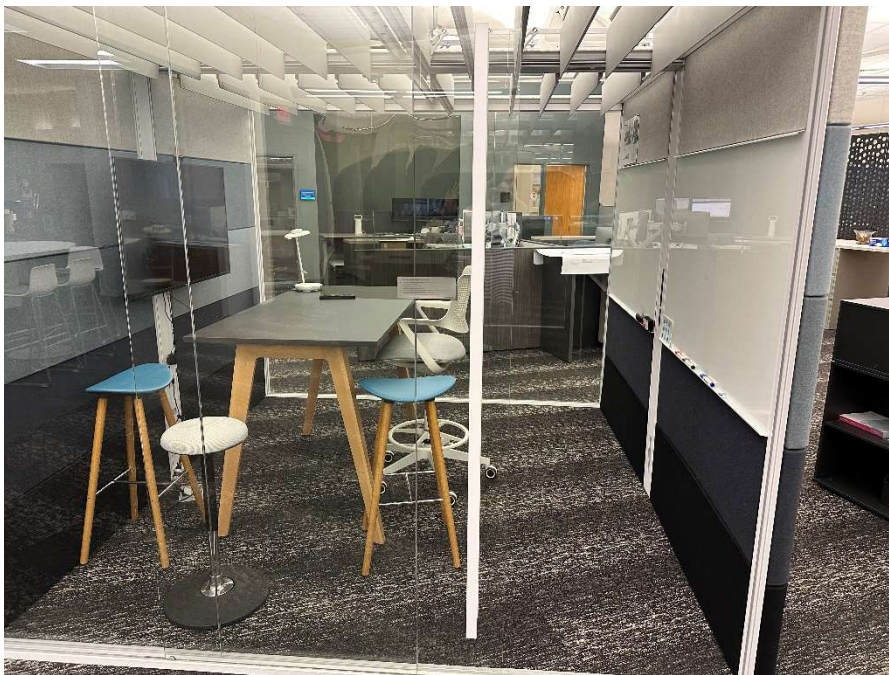




# Private Enclaves

Enclosed spaces support short-term needs for privacy and focus.

- Use Enclaves for only the activities and times when you really need them, typically 2 hours or less.
- Select the enclave size and type that's right for your activity.
- Enclaves are non-reservable and are not intended as guest offices.
- A closed door indicates that someone doesn't wish to be disturbed. An open door means it's okay to interrupt.
- Bring materials and tools into an enclave as needed. Also remember to clean up and remove all personal belongings from the space when you leave.
- Spec Checks should not be done in Private Enclaves. Use the Shared Spaces, Meeting Rooms and Work Café for this activity.
- Refer to the floorplan map for locations.





# Meeting Rooms

A range of meeting rooms are available to support various group sizes, activities and preferences.

- Reservations can be made through Outlook or the digital sign posted outside the meeting room. In Outlook they are called Front Conference Table, Sales Conference Room, Large Conference and OPS Meeting Room.
- If a meeting is cancelled or rescheduled, update the room reservation as soon as possible.
- Reserve the room size and type that best fits the number of participants and work to be accomplished.
- Technology is ready for use and will turn on with the touchpads provided. Should technology issues arise, contact the IT department or the sales manager.
- Be aware of acoustics in and outside meeting spaces. Close the door when using the room to avoid interrupting others working nearby.
- Tidy up the room before you leave. Erase whiteboards, remove materials brought into the room and push in chairs. Assume any content left in the room will be erased or discarded.
- Breakfast and Lunch meetings for clients should be limited to individual boxed meals.
- Wipe down tables for the next group.







# Work Café

Our café supports the need to eat, relax, socialize or collaborate.

- As a multi-use space, remember everyone's schedule and needs will differ. Embrace the variety of uses.
- Refrigerators are provided for food that's brought for consumption on that day. They are emptied every Friday.
- Snacks and drinks are provided for all. Please confine eating and drinking other than water or a cup with a lid to the Work Café.
- Microwaves are provided in the café. Keep the microwaves clean.
- Screen displays are available to support individual and group work.
- Dispose of all food trash and recycling at the waste station.
- Large training or meetings with food may be scheduled here.





# Resource Centers

Centralized locations with printers, mail and office supplies.

- Office supplies will be located outside the design managers office with overflow in accounting.
- Notify the showroom concierge if supplies are low, you have a specialized need, or you use the last of something.
- Set your printing for the copiers to HOLD so it will not print until you get there. Easy Instructions on SharePoint.
- Help keep the printers working. Refill the trays with paper if they're empty. Paper is in the storage cabinets at each printer. Replacement toner cartridges are available in the Accounting Department.
- Address paper jams or other issues as soon as possible. For more complex issues, contact the showroom concierge or IT for printer support.

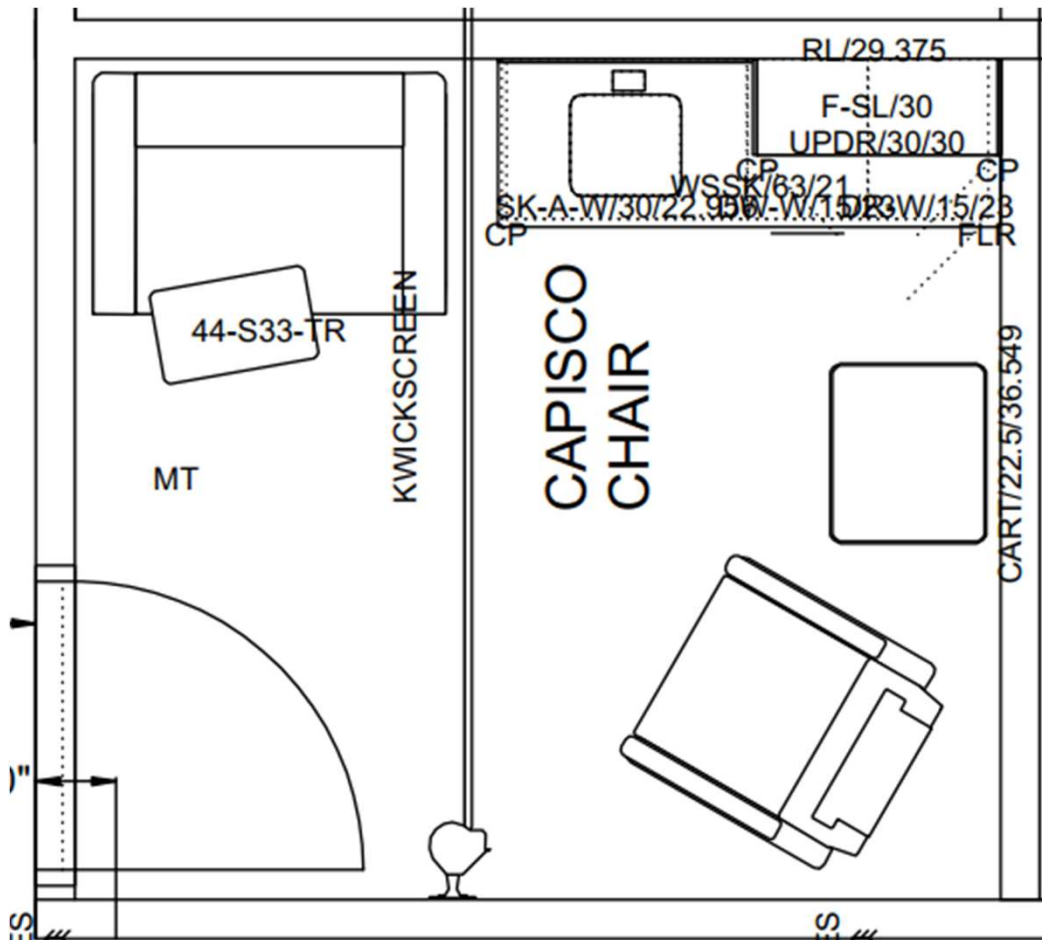




# Respite Room

We have one centralized and safe Respite Room that can be utilized for employee well being, which also functions as a health care vignette for the showroom.

- Nursing mothers get priority use of this room.
- Limit your time in the Respite Room to 30-minute intervals.
- Tidy up the room before you leave and wipe down surfaces with provided wipes.
- This room is intended for single use occupancy only.
- Light is dimmable and the sound masking volume is adjustable.



# Protocols for Our Community

Help build an inviting work community by practicing mindfulness for self and others. Here are some tips to enhance our overall work experience.

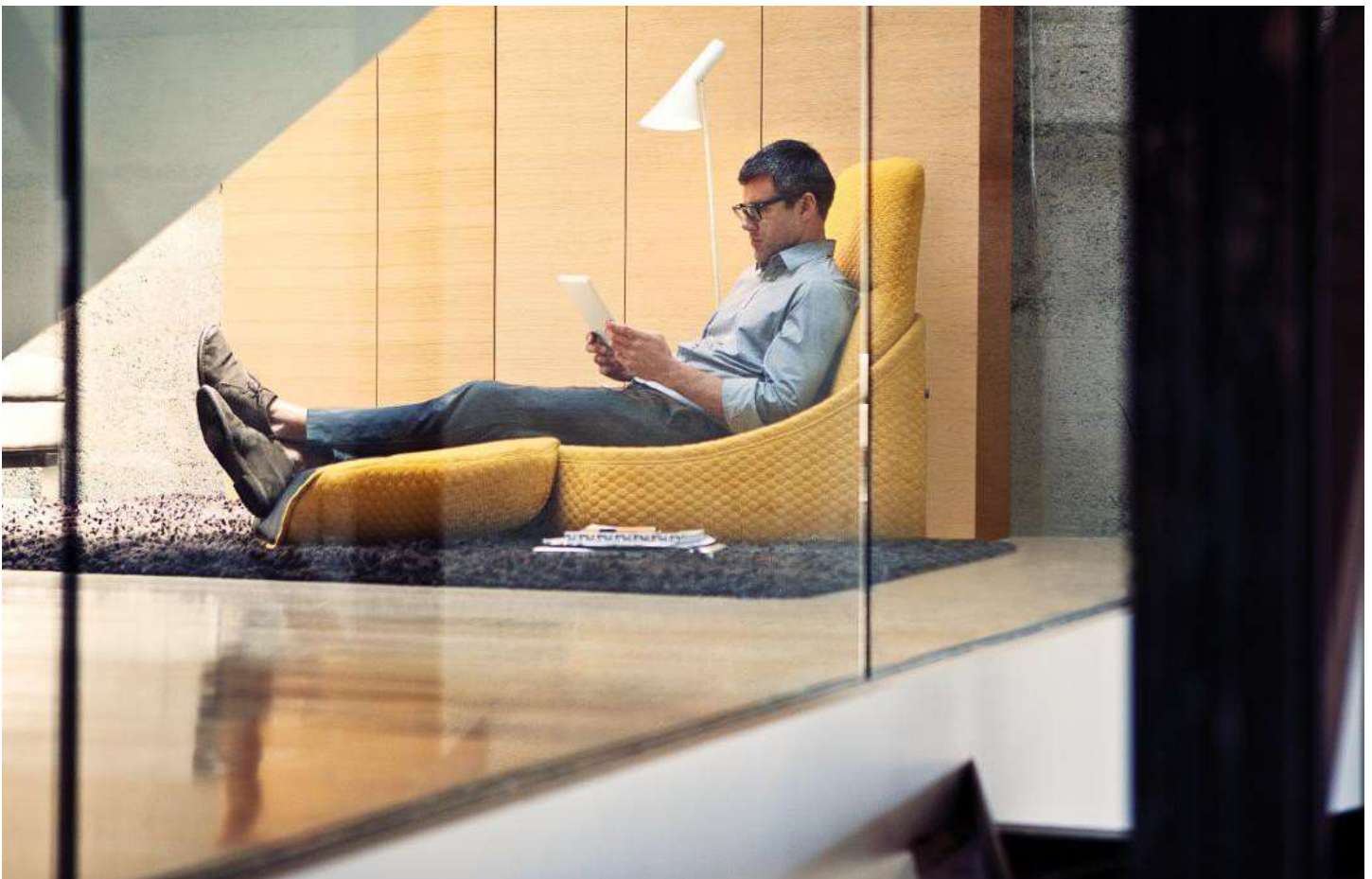
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## Choose the Space That Supports Your Work

- Choose an area or setting that supports the work you're doing. You don't have to limit yourself to a single or assigned workspace. This may change throughout the day based on your needs and activities.
- Respect that others will also choose their best place to work.
- If you're working off-site or are unavailable for longer periods of time, consider notifying your colleagues so they know how to contact you.





## Maintain Privacy

- If a colleague is signaling “focused work time”, wait to interrupt, send a quick message or schedule time to meet.
- As you approach a colleague, especially from behind, make your presence known by clearing your throat or a light tap on their desk.
- Maintain a respectable distance from people who don’t want to be disturbed.
- Unless asked, avoid looking at other’s computer screens.





# Connect to Technology

- OEC Network is for computers and printer only. All other devices such as Cell phones, TV's, Music sources should connect to the OEC Guest network. The password is Posted in the Work Café and shared with a QR code.
- Guest and manufacturers reps are welcome to connect to OEC Guest network.
- Large displays are available in the Meeting Rooms and the Work Cafe.
- The Front Conference Room, Ops Conference and Private Enclaves have remotes available, but the monitors should be left on during the day and only require the two keystrokes shown on the screen to connect.
- The Work Café, Sales Conference and Large Conference Rooms are set as Zoom rooms. Schedule zoom meetings through your Outlook calendar for these areas.
- Keep all shared technology within its designated space. Log out of all shared technology after use.
- When technology issues arise, contact IT or sales manager.
- The functionality of shared spaces depends on everyone reporting issues when they experience them to IT.





# Help Control Unnecessary Noise

- Be aware of others around you and use your inside voice.
- Use private enclaves or available meeting rooms for phone calls and longer conference calls.
- Acoustically private rooms are available for speakerphone use or teleconference calls.
- Use headphones to watch videos or listen to music while using an Individual/Assigned spaces, Touchdown spaces or the Work Café for individual work.
- Keep cell phone and messaging ringtones at business-appropriate levels.
- Keep sensitive information confidential and respect private conversation.
- Take impromptu meetings and lengthy conversations away from the workstations quickly.
- Avoid all inappropriate language, singing and whistling.







## Keep Our Space Looking Good

- Leave areas in a clean and organized condition for the next users.
- Contact the showroom concierge if you find any spills, stains or broken equipment.
- Put your trash and recycling into their respective containers in the Work Café. Paper recycling bins are located beside the Sales/Design Copier and in the Operations Meeting Space.
- If you need to leave a project out overnight in the library or a meeting room, label it with your name and the date it will be cleaned-up. Not more than a few days for large projects.
- Be mindful of leaving information out in shared spaces that displays our clients' information/name and intellectual content due to industry espionage.
- Projects may be stored in the library in provided baskets with a note saying your name and project name.





# Exterior Building Protocols

- The seven parking spaces in front of the entrance should be available for customer parking only.
- Smoking is permitted outside the South showroom fire exit door near the concrete picnic table. Be sure to lock the door when re-entering the showroom.
- Smoking is also permitted outside the warehouse at ramp area.
- Smoking is not permitted in OEC owned vehicles.





# Health Protocols

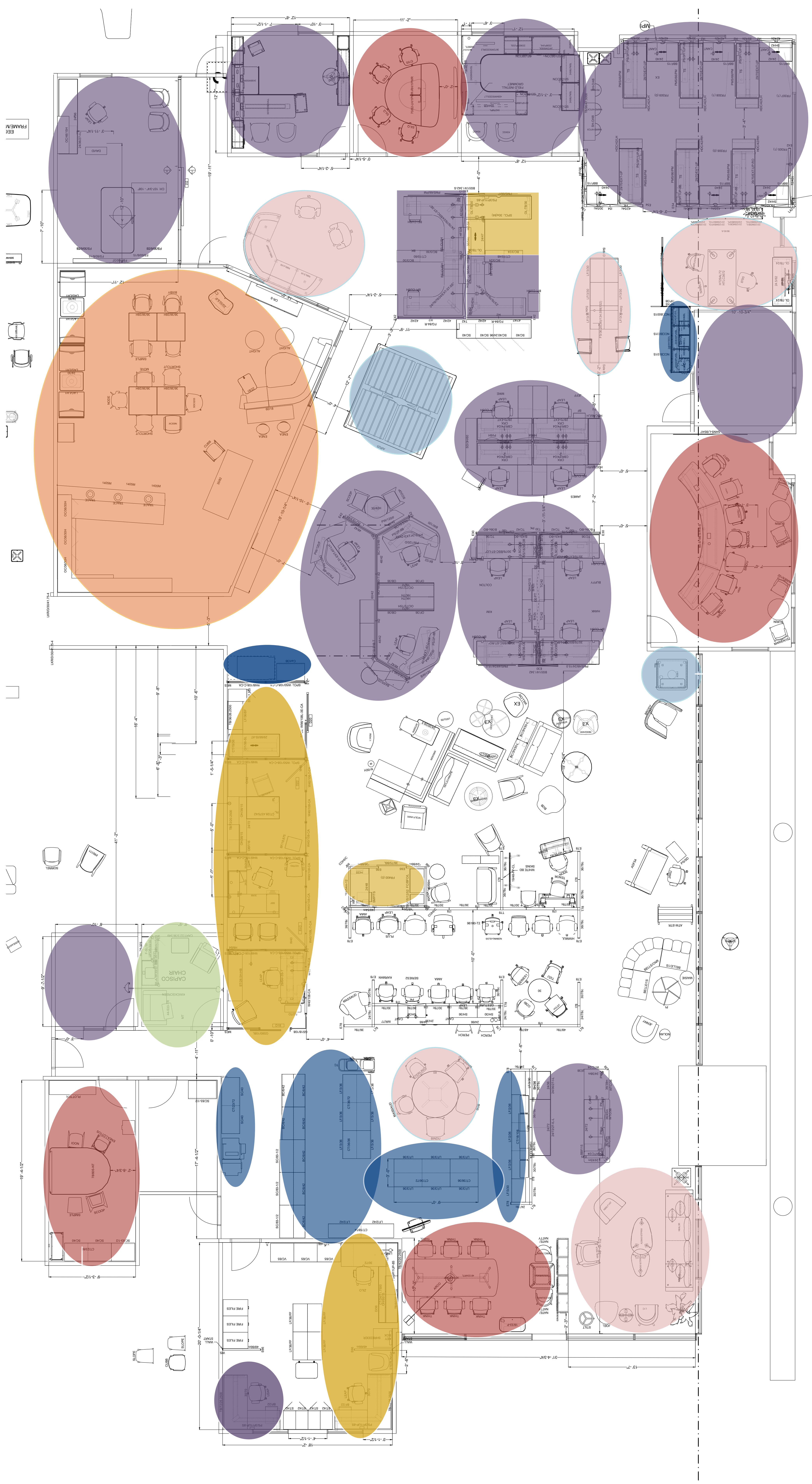
Everyone should feel safe coming to the workplace without the fear of being exposed to colds, flu and other contagious viruses.

- If you are not feeling well contact your supervisor to discuss working from home for the day or until you are symptom free.
- The showroom concierge has an assortment of over-the-counter medications available. Such as cough drops, ibuprofen, band aids, Tums, etc.

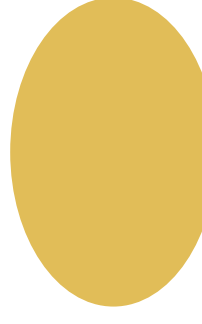


# Protocols

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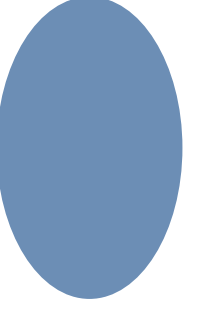
Shared Work Spaces



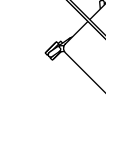
Touchdown Spaces



Meeting Rooms



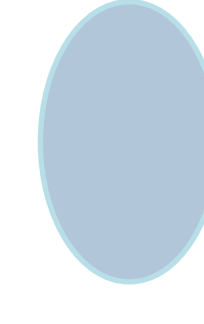
Resource Center



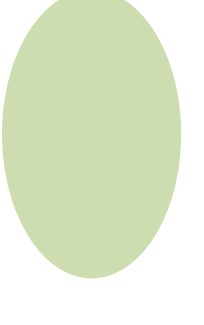
Individual/Assigned Spaces



Private Enclave



Work Cafe



Respite Room

