Open Office Etiquette Guidelines

In order to better take advantage of our new 3172 environment and to ensure that all staff are comfortable at work, it is important to consider our own actions and how we might affect our colleagues. These are some etiquette tips that have been developed through trial and error at other organizations that have gone through similar transitions. Please note that these are tips and may need to be amended as we move into the space. Above all, these should reinforce our culture of communication, respect, and the ability to work together to make for better work environments for the SoM.

1. Avoid using speakerphone when possible.
   
   Option: If more than one person in OFPM is on the call, consider using a conference call number and having them join from their desk.

2. Develop a softer telephone voice.
   
   Option: Consider using a private chat room, conference room or taking a walk if the conversation needs to be loud.

3. Adjust telephone ring loudness.
   
   Action: Set your phone on minimum ring when you arrive at 3172.

4. Set cell phones and pagers to minimum ring volume, or better still, vibrate mode.
   
   Action: Start using the phones on vibrate to get used to the change before we move

5. Listen to any music over headphones, not speakers.
   
   Option: If you need a visual indicator to show that you are working on individual contribution type work, consider putting on the noise canceling headphones and listen to music or just cancel the noise instead of music. This will give you the separation needed while not requiring you to listen to music.

6. Consider eating at the café, lunch room, conference room or outside. Consider minimizing offending smells in general
   
   Option: Individuals have different thresholds for smell and it is difficult to share this with others. Consideration of others is greatly appreciated for those who would rather not broach this topic. There are numerous tables inside the building and outside for your enjoyment.

   Option: Consider avoiding perfumes or cologne that might be stronger than anticipated.

7. Use Instant Messaging (IM). IM is also becoming commonplace in the open office environment.
   
   Action: Ensure that IT has installed Instant Messaging software on your machine prior to the move. If we have 100% use of the system, it will encourage more people to feel comfortable using the system.

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8. Attempt to walk through the space without disrupting those engaged in single contributor type work.

Options: Look for visual queues that someone might not want to be disturbed (headphones, head down, scowl). Ask for permission to come into his/her space if you need to disturb someone. If he/she is busy, ask to schedule another time that might work better.

Action: Say hello at the start of the day. While polite at home or on the street, multiple acknowledgements during the day can be disruptive. You have license to allow your colleagues to keep working.

9. Consider minimizing clutter and mess on open desks

Action: Keep a tidier work place to help keep the overall office clean and tidy.

Commitment

I am accepting responsibility for a Plantronics Savi720 binaural headset (Stanford Property) to help me to follow the Workplace Etiquette Guidelines delineated in this document. I will make every effort to adhere to the Workplace Etiquette Guidelines.

_________________________________________________________________________________________

Signature                                                                                           Date