

## ~Community Guidelines~

*The following guidelines are behaviors that will help us present Human Resources as a professional working environment to our clients. HR is "the community" that creates and manages our workplace environment. For this purpose, please incorporate these guidelines into your daily routines.*

### ❖ *To Maintain a Professional Atmosphere... please...*

- Keep your work space clean, tidy, safe and professional
- When possible, blinds should remain open for maximum natural light
- Manage volume of conversations, cell phones, pages, radio and speakerphones so others can work without interruption

### ❖ *To Preserve and Protect Space from Damage... please...*

- Eat mainly in the kitchen, offices, outside tables, or workstations which are not in public view
- Anteater, and Triton conference rooms are reserved for meetings – please tidy up when you leave
- Remember to clean up after yourself, especially in the kitchen: ie. Toaster, microwave, countertop, etc.
- Keep storage rooms clean, orderly and boxes labeled. Do not use vacant offices as storage space

### ❖ *To Keep an Aesthetically Pleasing Environment... please...*

- Order copy room supplies before they run out
- Keep countertops in copy rooms, reception and kitchen free of clutter. If you see clutter, pick it up and toss it, if you see faxes deliver to addressee
- Keep office area neat. If you see clutter, pick it up and toss
- Periodically, HR will have "clean-up", days to minimize the inevitable build up of "stuff". Everyone will be encouraged to participate!
- In efforts to conserve energy- if you notice lights on and if you are the last person to leave in your area- turn the light off in: offices, copier room, kitchen and common areas

### ❖ *Please accept reminders from a co-worker about these guidelines graciously.*