



## Office & study space etiquette

Whilst recognising that we all have our own ways of working, all staff and students are asked to show respect and courtesy towards their colleagues by adhering to the following guidance.

### Noise and distractions in shared offices

- When talking on the telephone, try to keep conversations as quiet as possible.
- Ensure that any personal calls are kept as short as possible or try to use your mobile phone so that you can move away from the shared area.
- Switch your mobile phone to silent or vibrate while in the office (unless you are expecting an urgent call).
- Avoid speaking about confidential matters in shared areas.
- Try not to hold meetings in shared offices. Where this is unavoidable, please advise your colleagues in advance, in case they need to find a quieter place to work.
- Use earphones if playing music or listening to the radio or other audio in a shared office.

### General courtesy

- Be friendly, helpful and respectful to anyone you come across in your working environment, whether colleagues, students, visitors, university services personnel or external contractors.
- Knock before entering colleagues' rooms.
- Turn your mobile phone to silent or vibrate during meetings (unless you are expecting an urgent call, but warn colleagues of this in advance).

### Food/drinks in shared areas (including your office, if you share with others)

- Try to avoid taking strong-smelling foods into shared areas.
- Always tidy up after yourself.
- When leaving at the end of the day, ensure that any dirty dishes on your desk are cleared away.
- If you make use of your shared kitchen area, always tidy up – washing, drying and storing any dishes you have used, and clean up any food debris or spillages. (NB our cleaners are not employed to carry out this work.)
- If you are storing food in the fridge, ensure it is sealed to prevent transfer of any strong smells, and regularly check for, and remove, out of date items.

### Personal IT use

Please refer to the UoG code of conduct for the use of ICT systems and facilities:

<https://www.gla.ac.uk/myglasgow/it/policy/codeofconduct/>