**Office Etiquette – for adoption by all**

**Desks**

* Follow [clear desk policy](http://intranet.moray.gov.uk/DBS/Annexe/Clear_Desk_Guide_Revised.pdf) and keep all desk surfaces clean and clutter free so everyone can feel comfortable to use them.
* Clean the desk before and after use, with the cleaning materials provided which are suitable for desks, keyboards, phones and screens.
* Give consideration to colleagues sharing the office by reducing potential disruptions where possible e.g.
* wear headphones for teams meetings,
* turn mobile phone ringtones down or use silent/vibrate settings when in the building,
* move to break out areas for informal conversations.

**Designated Hot Desks**

* these are available for use by any staff member
* pedestals should not be permanently located under hot desks

**Break out areas**

* Meetings should not take place in areas designated for staff lunches between midday and 14:00. In the HQ campus, these areas are the break out in HQ on first floor and the Annexe by large windows facing the car park.
* Strong smelling food should be avoided in open plan offices
* Smoking and use of e-cigarettes – please refer to [Moray Council Smoking Policy](http://intranet.moray.gov.uk/secure/docs/pandplib/HR_Human%20Resources/Smoking.docx) for further detail

**Meeting Rooms**

* Use room appropriate for number of attendees:
* In HQ campus remember about quiet rooms for 1:1 or confidential phone calls or teams meetings. There are 4 quiet rooms available in the annexe, 2 of which are bookable. In addition interview rooms 5 and 6 are available and bookable for staff use.
* Rooms are to be left in a tidy state, all equipment in situ, any faults or issues to be raised with facilities staff.
* Always remove all confidential paper from meeting rooms
* If the room is not used within 10 minutes of start time the booking will be deemed cancelled.

**Printing/copying**

To help reduce our carbon footprint please use electronic documents where possible and only print/copy what is absolutely essential

* All staff should have a unique number and be set up for secure print.
* Use electronic copies where possible and only print or photocopy essential requirements
* For large runs (over 100 pages) contact print room
* Remove all confidential material from print hub rooms and dispose of appropriately.

**General**

Ensure confidential or sensitive information is stored securely.

Turn off electrical items, such as monitors, prior to leaving the building to save energy.