

Code of Conduct Neuron

In order to provide a pleasant and efficient work environment we would like to set some rules so it is clear to everybody what the do's and don'ts are.

All colleagues should feel free to hold others accountable for their behavior.



Online meetings and calls

- Online meetings always have to take place in the meeting cells that are spread around the office, even if you expect it to be really short.
- Use a headset.
- Make sure to keep the door closed during the meeting.
- When receiving an unexpected call/meeting please move to the meeting cell before continuing the call or meeting.
- Hybrid meetings with multiple people can take place in meetings rooms that preferably are reserved in advance.



Meeting cells

- The meeting cells can only be used for online meetings and calls.
- One should not do other work in the cells to make sure there is plenty availability for all colleagues



Conversations

- When having a (private) conversation please move to the pantry area
- Keep your voice and laughter at a low volume
- If you notice you are bothering other people, move to the canteen area



Mobile phones

- Make sure the ringtone is at a low volume or switched off in the office.
- Do not make calls in the open office area but move to a meeting cell.
- Do not watch (online) videos with the sound on without a headset or earplugs.
- Do not take calls during meetings unless it is an emergency.



(Clean) desk policy

- When leaving the office space please make sure the desk you used is clean and tidy.
- Always keep your personal belongings with you or put them in a locker.
- Do not expect your colleagues to watch over your belongings.
- Colleagues can ask you to tidy up your workspace.
- When stepping away from your desk make sure the sound of your laptop is off and that the screen is locked.
- Do not unplug any cables.
- Not all desks are for communal use, please check the signs on the desks
- Student teams should not be working or meeting in the EAISI office space or the other way around.



Washing up

- When leaving the office space make sure to put any cups or other washing up in the dish washer.
- When leaving at the end of the day, put the dish washer on.
- Unload the clean dishes every now and then and don't expect other people to do it.



Music

- Please do not play music or videos in the EAISI office area unless you are the only person in the office.