

OPEN PLAN ENVIRONMENT GUIDELINES



DO

- Wear headphones
- Honor personal space
- Respect others privacy
- Keep workspace clear and tidy
- Control volume of everything
- Create do not disturb agreements



DON'T

- Use speakerphones
- Interrupt conversations
- Intrude on others space
- Invite yourself to meetings
- Provide unsolicited feedback
- Assume others share your work style

