

Rolls-Royce Meridian Center Protocols

Workstations:

- Agile Workstations are first come, first serve regardless of location
- Resident workstations may be utilized if vacant, but do not adjust workstation if the resident has ergonomic restrictions
- If you plan on being away from an agile workstation for longer than 2 hours, pack up your belongings and take them with you
- It is the user's responsibility to clean the workstation before and after use
- All items on workstations must be put away at the end of the work day
- Facilities & Security may remove any items left on a workstation
- All workstations must comply with the 5S Workstation standard
- Speaker phone usage is not permitted at workstations

Quiet Zone:

- First come, first serve agile workstations
- This is a do not disturb zone
- No calls, no voices, no discussions
- BlackBerrys and personal cell phones must be on vibrate
- Workstation protocols apply

Conference/WebEx Calls:

- If you have 3 or more people participating on a conference call, use a conference room
- Publish meeting room for others knowledge

Focus Room (1-2 people):

- First come, first served
- Use this space for increased concentration, confidential phone calls, or 1:1 meetings
- Be mindful of your surroundings, if necessary close the door
- Limit your time in this focus room to the approximately 2 hours
- Be mindful of how long you are in room
- These focus rooms are NOT private offices
- If you plan on being away from the Focus Room for longer than 15 minutes, pack up your belongings and take them with you
- If door is closed, do not interrupt the person inside.

Small Meeting Room-First Come, First Serve (2-4 people):

- First come, first served
- Use this space for small group meetings, teleconferences and extended group discussions
- Limit time in small meeting room to the time needed by the group
- If your group plans on being away from the small meeting room longer than 15 minutes, pack up your belongings and take them with you
- Not for individual use, unless ALL focus Booths are taken

Break Areas & Soft Seating:

- Soft Seating
- First Come, First Served
- Use this space for informal meetings, non-concentrative work and general collaboration
- Refrigerator:
 - Please label your items with your name, and only eat and drink items that are yours
 - Store meals for ONE day at a time
 - Any items left in unopened factory containers will be kept and all opened containers, wrapped or bagged items (including lunch boxes, containers, etc) will be discarded if left after 3:00 pm on the first Friday of each month
- Microwave:
 - Cover food when heating in the microwave
 - Use Cafeteria microwaves for aromatic foods (popcorn, fish, etc.)

- Clean microwave and refrigerators per posted schedule
- If you spill something, clean it up

Hygiene:

- You may eat and drink anywhere in the Work Environment, please wipe down the work surface after you are finished
- If you spill something, clean it up

Speak Up:

- It is appropriate to approach individuals who are not respecting the AWE protocols
- When approaching a colleague to express concern, address them in a polite manner
- If you are not comfortable approaching your colleague, please contact your Point of Contact or Supervisor