

Emblem House Rules

Guidelines on how we make and keep Emblem a nice place to be!

Emblem House rules

Ohaay team, as we continue to grow as a company, we want to make sure that our office space is a comfortable, productive, and welcoming environment for everyone.

To help achieve this goal, we have implemented some new house rules for the office.

These rules are designed to ensure that we can all work together in a respectful, harmonious, and efficient way. We appreciate your cooperation and look forward to creating a positive work environment that benefits everyone.

The house rules

- ▶ Dishwasher always set up at the end of the day.
- ▶ Unload the next morning.
- ▶ Dirty towels are put aside next to the coffee machine, Danielle takes them to wash.
- ▶ Garbage is always put outside the day before collection (see calendar IGEAN)
- ▶ Preferred drinks can be passed on to Danielle, she goes to the brewer 1 or 2 times a month.
- ▶ Workplace always left tidy at the end of the day.
- ▶ Whoever goes through last always sets off the alarm + closes the gate. (See faq)
- ▶ If you use screens or peripherals from the first floor of vice-versa, please put them back after usage.

[Behold our wall of shame](#)