

# Office Policy 2024

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## Position Green House rules

Our offices will be visited by customers, suppliers and candidates, and it is therefore important that we all consider our appearance and behavior. As we are gathered under the same roof, it is important that we work together to ensure a considerate and pleasant work atmosphere. This is a set of house rules that must be complied with in our daily work to create an attractive workplace for everyone.

### 1. Practicalities

#### 1.1 Access tags

In most offices you have received a tag that goes to the building and to our office spaces. The tag is personal and must not be lent to guests or colleagues. If you experience problems with the tag, or if you lose it, please contact the Office Manager.

### 2. The Office area

To highlight some very important rules, all for your and the company's safety:

- No burning candles anywhere at the offices.
- No external or private parties at the offices.

#### 2.1 About the office

The offices are divided into different areas, some areas can be a bit louder with music and talking, others are more quiet focus areas, please respect that. The Product team usually has their own area in the office, when there are free seats, feel free to sit there. For the rest of us, feel free to sit wherever you like!

#### 2.2 Clean desks and lockers

Keep all desks clean! No personal belongings are allowed to be left on the desks. We share this office space and the desks. A colleague should be able to use any desk right after you are done, or if you change seats for the day. If you have received a personal locker, please store your belongings there and put them in your locker when you leave for the day.

Do not move computer chargers, chairs, or other cords that are attached to the desks. It is a joint effort to keep the offices clean and tidy!

#### 2.3 Alcohol, drugs and smoking

Position Green has an alcohol and - drug policy that we all follow. It is not allowed to use any kind of drug such as alcohol, or any drug classified as a narcotic, during working hours, at our offices or in any activity connected to work. A special exception from this is company events, where use of alcohol is allowed. Company events can be monthly meetings, after work, company trips or other activities or celebrations arranged by Position Green. This exception is only for alcohol.

Smoking is not permitted in the offices or right outside of the offices. Using e-cigarettes or vaping is not permitted indoors either.

### 2.3 Alarms

All offices has alarms in some way. Make sure that you know how it works and what to do in case the alarm goes off.

### 2.4 Fire and fire alarm

In the event of a fire alarm being activated, everyone must leave the building through the nearest exit. Use the stairs, not the lifts. The persons responsible will be wearing a yellow vest. The offices has created a list of the responsible persons and communicated this through PG Way.

### 2.5 Safety and assistance

What to do in the event of an accident:

In case of accidents, please call the national SOS number. 1-1-2 for Sweden, Denmark, Norway and UK, 9-1-1 for US. Explain what has happened, the extent of the accident and state the address.

Not that you can find contact information to your colleagues in case of emergency contact at their profile in BoB. Also, in case of an accident make sure to inform your manager, Office Manager or Head of People and Culture.

## 3. Meetings

Meeting rooms are booked via Microsoft 365. Meeting room capacity is indicated by the room's number. We encourage you to book meeting rooms that correspond as much as possible to the number of participants. REMEMBER to tidy up after your meeting. When the meeting ends, place glasses, cups, etc. in the dishwasher. If you have your own cup/glass, you must take it with you when you leave. This ensures that the meeting room is ready for the next people who have booked the room. Help keep meeting rooms looking nice. Clean walls or whiteboard if they have been used.

### 3.1 General guidelines for meetings

- Meetings start and end as defined in calendar invite
- Accepting a meeting in the calendar invite means that you will show up, if you are unable to attend, decline the meeting!
- Remember to have your "calendar settings" set on "short meetings" to have 25 or 55 minutes long meetings by default
- All meeting invites should include an agenda
- Always enter a digital group meeting with your mic on mute and video on
- Focus on the meeting and respect the person who holds the meeting
- Write in the meeting-chat in larger digital meetings if you have a question
- Everyone is owning the energy in the meeting

#### **4. Kitchens**

In most offices there is a kitchen which we all use on a daily basis. We want it to be fresh and clean. It is highly important that we follow the kitchen schedules.

- No dirty dishes in the sink. If the dishwasher is running, do your dishes by hand. DO not leave them on the kitchen counter.
- Lunch boxes goes home the same day, don't put them in the dishwasher
- Use your own locker for other food you'd like to have in the office
- Do not store food in the fridges
- Do not bring and eat lunch and other large meals in the office areas

Recycling bins should be available in all kitchens, make sure that you recycle your waste the right way.

#### **5. Cleaning**

In terms of cleaning, we ask you to ensure that all workplaces, corridors, etc. are kept tidy so that the cleaning staff can perform their work in the best possible way.

#### **6. Lighting**

In terms of the environment, please ensure that you REMEMBER to turn off the lights when you are leaving the workplace or a meeting room. This also applies to meeting rooms and other rooms in the office. As a general rule, the windows must be closed to ensure proper operation of the air-conditioning system. If you are the last person in the office, please make sure to turn off the light.

#### **7. Restrooms and showers**

Please KEEP IT TIDY, and make sure that it looks nice for the person that comes after you.

#### **8. Printing & copying**

We have printers, please do not use more than what is really needed. We want to think about the environment.

#### **9. Data security (GDPR)**

Data must always be processed in accordance with applicable guidelines (GDPR).

Below are a few good rules of thumb in this area:

- Process other people's data as you would want them to process your own data.
- Lock your screen when you leave your computer.
- Tidy up your desk and lock personal data before going home.
- Only use personal data that is necessary for the task.
- Access control must be ensured in the case of stored personal data.
- Do not present materials containing personal data on whiteboards, etc.
- Delete personal data when it is no longer necessary for the task.
- Shred printouts with personal data when they are no longer necessary for the task.

All of the above can contribute to a healthy atmosphere and can be easily done if we think about it, and show consideration and tolerance for our colleagues at the office. We must respect that we all have different needs, work tasks and also help each other out at the office.

## **10. Dogs in the office**

Having a dog in the office can have several benefits. There are a few reasons why having a dog in the office can be good:

1. **Reduces Stress:** Dogs can help reduce stress and anxiety levels in people. Simply petting a dog can release oxytocin, which is a hormone that helps reduce stress levels and promote feelings of relaxation.
2. **Improves Morale:** Having a dog in the office can improve employee morale. Dogs are known to be friendly and social animals, which can create a positive work environment and boost overall happiness levels in the office.
3. **Increases Productivity:** Having a dog in the office can increase productivity. Taking short breaks to walk the dog can provide employees with an opportunity to clear their minds and return to work with a fresh perspective.
4. **Enhances Communication:** Having a dog in the office can help break down communication barriers between employees. It can be a great ice-breaker and conversation starter, especially for people who may not normally interact with each other.
5. **Promotes Exercise:** Having a dog in the office can promote exercise. Walking the dog during the day can help employees get some exercise and fresh air, which can improve their overall health and well-being.

Overall, having a dog in the office can have several benefits for both employees and the company as a whole. It can create a positive work environment, improve employee morale, and promote productivity and well-being.

It's up to the office managers for each office to decide if dogs are allowed in the office. If an employee is allergic, it's their health that goes first. Therefore it can differ between offices. If dogs are welcome, this is the ground rules:

- **One dog at the time**  
To avoid any trouble, the rule is one dog at a time. The employees that want to bring a dog shall agree on a schedule. If the dogs get together without problems, this rule can be disregarded.
- **House trained**  
The dog needs to be house trained and room clean.
- **No dogs in the sofas or on other furniture**  
The furniture in the offices is not to be used by any animal.
- **The dog should be under supervision at all times**  
For safety reasons, both for the dog and the employees, the dog shall be under supervision at all times during the day.

*The dog owner is fully responsible for their dog.*

## **11. Change of home office**

At Position Green, we understand the importance of flexibility and the evolving needs of our incredible team. We know that things change in life which can mean that our employees

during some point might want/need to change home offices, for a period or permanently. It's generally accepted to do a change between offices within the same country. If it's a business critical move it can also be approved to change home office between countries.

If an employee has thoughts about changing home offices there should be a request sent to the closest manager that includes details about the reasons for the change.

If the request gets approved, please note that if the change of home office setup is not required by the management, any associated costs will be the responsibility of the individual.