

# Shared Office Guidance

ShareAcross our campuses some colleagues will work within shared offices based on the 'neighbourhood' design which facilitates bright working environments and an enriched degree of collaboration and social interaction.

Following engagement with colleagues, we have developed guidance for working within these shared office spaces to demonstrate what good looks like when it comes to a safe, comfortable, and positive working environment for all.

This guidance reflects the University's shared values which champion Integrity, Inclusion, Collaboration and Enhancing Potential. Find out more about our values by visiting [ulster.ac.uk/peopleandculture/values](https://ulster.ac.uk/peopleandculture/values)



## KEEP IT CLEAN

Please respect the shared spaces and others by cleaning up after yourself and leaving the spaces as you would wish to find them. Commit to tidying your immediate area each day before leaving the office.



## BE MINDFUL OF NOISE

Be mindful of noise levels to ensure you do not distract others in the shared office. Personal phones should be switched to vibrate or silent and you should use headphones when listening to audio. Recognising that noise carries, you should moderate your voice when on the phone or in conversation to ensure other colleagues are not disturbed. As a guiding principle, colleagues are encouraged to use desk space for quiet, individual work and dedicated meeting spaces and informal spaces for collaborative tasks.



## KEEP IT CONFIDENTIAL

Be vigilant with how you treat sensitive and confidential information in line with the University's GDPR policy – for more information visit [ulster.ac.uk/about/governance/compliance/gdpr](https://ulster.ac.uk/about/governance/compliance/gdpr). When leaving your desk, lock computers and securely store away documentation. As a guiding principle, colleagues are encouraged to use meeting rooms for private conversations.



## BE AWARE OF SMELLS

Be considerate when it comes to smells recognising, for example, how the food we are eating or fragrances we spray might impact others and opt for choices that do not leave strong odors. Colleagues are encouraged to use lunchtimes as an opportunity to get away from their desks and eat in dedicated areas or informal spaces throughout the campus to support their wellbeing.



## BE CONSCIOUS OF BOUNDARIES

Use only the space that has been allocated to you in the shared office and keep your work items contained within this area. Be conscious of interrupting colleagues – check if they are busy before launching into conversation and always ask before borrowing items belonging to others.