



CoWorking Code of Conduct

Ins and Outs are Important

When you enter 719 Commons, you will see our iPad check-in station mounted to the staff coworking table. We ask that you check-in and check-out **every time** you *enter* or *leave* 719 Commons. This is key to maintaining a secure, orderly, and safe coworking environment. Part-Time Members that exceed 2 days of coworking in a given week will be warned **once**. If this behavior continues, their membership will be immediately revoked without refund. In addition, they will not be eligible to reinstate their membership for a 6 month probationary period.

Communication is KEY

When you join 719 Commons, you're not just going to work, you're entering a community of entrepreneurs, freelancers, and startups from a multitude of backgrounds. Each member can provide new perspectives, ideas, and opportunities. So when your coworking compatriots are kicking it in the kitchen or our lounge area, take advantage of that time. Make a connection with them both professionally and socially. Maybe you'll end up spending time together outside of work hours or you might even find a new business partner.

Being a member of a coworking community offers a chance to network every single day. Familiarizing yourself with other members' passions and interests not only fosters friendships in the space, but provides an opportunity to share, collaborate and learn from one another. According to Deskmag's annual Coworking Survey, **71%** of participants reported increased creativity since becoming a part of a coworking space. Since coworking spaces depend on interpersonal interaction, it's important to hone your emotional intelligence—that is, recognizing and understanding the emotions of others while keeping your own in check. Emotional intelligence (or Emotional Quotient, EQ) has a ripple effect on each and every single thing we do. TalentSmart reported that EQ is the best metric for performance. In fact, **90%** of top performers have a high EQ. Be open to opinions that diverge from your own, ask how your desk mate's day is going, and build rapport with members of the space. Coworking could even strengthen your EQ. According to Deskmag, **91%** of people said they had better interactions with others after coworking.

Keep It Clean

Your workspace on Monday could be another member's mess on Tuesday. Leaving traces of your morning coffee, conference call notes, and lunchtime leftovers is distracting and inconvenient to others utilizing the space. While it should go without saying, always clean up after yourself.

Keeping your area clean and organized will not only help out your fellow workspace members, but also increase your own productivity. Research cited by Reliable Plant shows the average employee wastes 4.3 hours per week sorting through paper documents. If you're a visual learner, consider color-coded filing systems and to-do lists to illustrate your workday and reduce clutter.

It's important to remember that *everything is shared*, from the coffee to the conference room. If you used the last coffee pod in our Keurig, look behind the coffee bar and open a bag of new ones so the rest of the community doesn't go thirsty (or uncaffeinated). Also, any food or drink stored in the fridge should be **labeled with your name and date**.

Use Your Inside Voice

One of the benefits of a coworking space is the capacity of square footage. From private/semi-private offices to our traditional open layout, coworking inspires collaboration. However, etiquette requires you to be aware of your surroundings and be considerate of others using the space. Take care to monitor the volume of your conversations. Music should be listened to with headphones, phone calls should be taken outside and brainstorming sessions should take place behind closed conference room doors to ensure the focus of other members.

Deskmag reported that **68%** of respondents said they had a clearer focus after becoming members of their respective spaces, while **64%** reported better time management and an ability to complete tasks on time, more efficiently.

Do Unto Others

719 Commons is dedicated to providing an ethical, safe, peaceful, and enjoyable working environment for everyone. So please follow the **golden rule**: "Here is a simple rule of thumb for behavior: Ask yourself what you want people to do for you; then grab the initiative and do it for them!" Any coworker that is asked to stop an offensive behavior is expected to comply **immediately**. In addition, we expect our coworkers to make every reasonable effort to seek peace, harmony, forgiveness, and reconciliation with others using our shared space.