Community Code of Conduct and Fair Play Guidelines Connect 64

At Connect 64, we strive to foster a collaborative and respectful environment for all members. Our Community Code of Conduct outlines expected behaviours to ensure a positive and productive workspace for everyone.

1. Respect and Professionalism:

   - Treat all members, guests, and staff with courtesy, respect, and professionalism.

   - Avoid disruptive behaviour that may disturb others' work or concentration.

2. Workspace Etiquette:

   - Maintain cleanliness and tidiness in shared areas and individual workspaces.

   - Respect designated quiet zones and noise levels suitable for a working environment.

   - Use resources responsibly, including electricity, water, and office supplies.

3. Privacy and Confidentiality:

   - Respect the confidentiality of other members' work and discussions.

   - Refrain from accessing or using others' belongings, files, or data without permission.

4. Compliance with Policies:

   - Adhere to all policies and guidelines set forth by Connect 64, including health and safety regulations.

   - Familiarize yourself with and follow emergency procedures and protocols.

5. Communication and Collaboration:

   - Foster an inclusive and supportive atmosphere by engaging in constructive communication.

   - Collaborate and network with fellow members in a professional and respectful manner.

6. Use of Facilities and Services:

   - Use shared facilities, such as meeting rooms and lounges, responsibly and book them as required.

   - Report any issues or maintenance needs promptly to the management team.

7. Personal Conduct:

   - Refrain from engaging in discriminatory, offensive, or harassing behaviour toward others.

   - Avoid engaging in activities that disrupt the peace or safety of the workspace.

8. Security and Access:

   - Keep access passes and keys secure and use them only for personal use.

   - Do not share access passes or keys with unauthorized persons.

9. Compliance with Legal Requirements:

   - Abide by all local laws and regulations within the workspace premises.

   - Ensure all business activities conducted on-site are lawful and comply with regulatory requirements.

10. Feedback and Improvement:

   - Provide constructive feedback to improve the workspace experience for all members.

   - Participate in surveys or feedback sessions organized by Connect 64 to help enhance our services.

11. Enforcement of Code of Conduct:

   - Violations of this Code of Conduct may result in disciplinary actions, including warnings, suspension of services, or termination of membership.

   - Connect 64 reserves the right to enforce these guidelines to maintain a safe and productive environment for all.

Conclusion:

By adhering to this Community Code of Conduct, we can collectively create a welcoming and efficient workspace where every member can thrive. Your cooperation is essential to maintaining the high standards of Connect 64. Thank you for being a valued member of our community.