

Guidelines around acceptable etiquette in 90 High Holborn

“Etiquette helps us know how to treat and value each other, and makes us comfortable and at ease, it promotes kindness, consideration and respect”.

Phone Booth Use Etiquette

- Phone booths 1, 2 and 3 are bookable via Outlook. Boots 4 and 5 are drop in.
- Doors should be left open when not in use as this improves air circulation and helps staff see what booths are available
- All IT equipment should be left in the phone booth to ensure full functionality - if anything is missing report to IS.
- Ensure that all phone booths are in a clean and tidy condition when you leave.
- Cleaning supplies will be made available **near** booths to utilise before you exit the room
- Leave the booths as you would wish to find them.

Staff are able to utilise meeting rooms and empty office space to support their work. In this respect:

Meeting Room Etiquette

- Book meeting rooms via normal procedures.
- Cancel meeting rooms as normal to allow others to book.
- If you wish to use Max’s office, please contact Nav Kaur.
- Be aware of your surroundings and if in a meeting always have the door closed as conversations can be distracting and annoying and has the potential to reduce productivity of others working nearby.
- Try not to overrun meetings and always try to start and end on time if the room is booked prior or after your scheduled meeting. Remember, it can take 5 minutes to set up a hybrid call so bear this in mind when planning meeting start times.
- ‘UCL Hour’. Please arrange meetings using the adopted UCL Hour as not only will this assist with ensuring staff do not have back to back meetings but would also allow sufficient time for the set up of hybrid meetings. This means allowing 5 minutes before and 5 minutes after meeting time to open and close meetings.
- Consider your remote attendees ensuring that you have the technology in place to make it easy for remote attendees to join.
- Leave meeting rooms as you would wish to find them.
- Cleaning supplies will be made available at cleaning stations located nearby.

Senior Staff Office Use Etiquette

- Senior Staff rooms can be utilised when Senior Staff are not in the office.
- If you wish to use Max’s office, please contact Nav Kaur.
- Be aware of your surroundings and if in a meeting always have the door closed as conversations can be distracting and annoying and has the potential to reduce productivity of others working nearby.

- Clean-up after yourselves in Senior Staff offices leaving the rooms as you would wish to find them.
- Cleaning supplies will be made available at cleaning stations located nearby.

Open Plan Etiquette

When in the Open Plan office space, staff are asked:

- To be mindful of how voices can carry, especially as the office is generally quieter nowadays and to consider whether conversations could be conducted away from the desks.
- To use headsets when on calls.
- Sanitizing stations are located at various points across the floor should staff wish to clean their desks.