**Etiquettes @ SPARX**

Dress code: Smart casual (No slippers allowed)

Open hours: 7:00am - 7:00pm (all working days)

Note: SPARX will be closed on all mercantile holidays and weekends.

|  |  |
| --- | --- |
| DO | DON’T |
| Clean and sanitize your hands frequently | Share items like pens and printed documents |
| Always wear a face mask | Bring food and beverages to the space |
| Stay Home if you are unwell (cold, cough or fever) | Be unnecessarily noisy - x |
| Always maintain 1meter distance between coworkers | Be afraid to ask anything relevant from the coordinator at SPARX - x |
| Avoid busy areas in the building as much as possible | Leave trash behind |
| Respect each other’s boundaries | Be loud or take calls in common areas - x |
| Abide by Schedules and Calendars  | Act like the equipment and amenities are only for you |
| Maintain phone etiquette (silent mode on) | Keep your mobile on high volume ringtones - x |
| Bring your own stationery/office supplies |  |
| Keep your space tidy and clean always |  |
| Respect other people’s privacy |  |
| Act in the best interest of ICTA |  |

Dialog Wifi

Parking facility + google map link

Mandatory – attendance marking – in/out

TT to be played aft

Lights to be off – in respective pods

Wifi to be used for commercial purposes only

Ethical usage of the internet should be always

Tea time – mention (10am, 2pm)