



Share a desk, Get an whole office to work in!

A desk is not the best place to perform all tasks at work, as spending 8 hours a day at it is unergonomic and unhealthy.

This solution, based on the [idea of sharing](#), the concept of doing work efficiently and comfortably in the office is not to have your own desk, but to have access to different areas, adapted to perform specific tasks. So we have all the work zones and functionalities available in the office – [open space](#), areas for [phone calls](#), rooms for [quiet work](#), rooms for small meetings, or [creative zones for project work](#).

In order for the use of **HOT DESK** to give optimal results, **we ask everyone to follow a few simple rules each time:**

- 1. Leave your workspace tidy,** i.e. when you finish working at your desk, leave it empty, take your mouse and put your keyboard in the indicated place, take your personal belongings, take your dishes to the dishwasher. [There should be no trace of your work on the desk or in the container.](#)
- 2. Keep hygiene:** when several people use the same workplace, maintaining high hygiene is essential. Use antibacterial liquids and disinfectants available in the office to [reduce the spread of viruses*](#).
- 3. Protect your data:** using a different workstation every day requires more attention to data security. Remember not to leave any documents either on your desk or in containers (you can shred unnecessary confidential documents in a shredder or throw them in a document shredding container). This will [keep your data safe](#) – even if you are at a different point in the office every day.
- 4. Ask if you need anything:** for special workplace needs (such as the use of wrist rests or footrests) regardless of which work station you occupy.



Lockers

Any person who will need a place to store their belongings can use the lockers – [lockers available at the office](#).

Below you will find the rules of use:

- 1.** The user of the locker is **responsible for its own contents** (the company is not responsible for their loss).
- 2.** The user is obliged to **keep clean inside the locker** and maintain hygiene and safety rules (do not store chemicals and hazardous substances, food, or dirty clothes in the lockers).
- 3.** Each locker has its **own unique number**. Therefore, it is not necessary (and even forbidden) to make inscriptions or stick **anything on the lockers** (both inside and outside).
- 4.** There is a key in the lock of each unused locker. By hiding things in the locker, the **User takes responsibility for the key**. If it is lost, the key will be remade, and the cost of the service will be charged to the User.
- 5.** In the event of a longer absence (such as vacation or leave), please **empty the locker** (this is a chance for another person to use it).



* „ The study shows that a computer keyboard can harbor 3295 microbes per square inch - far more than a typical toilet seat (49 microbes per square inch)."