



CORE21 OSHAWA NOISE POLICY

1. In general, be conscious and considerate of your fellow members. Successful co-working requires sensitivity to your impact on others. Remember, even though you just finished your big proposal, your neighbour may still have a big deadline looming.
2. Please remember that co-working and open concept areas are not meeting rooms. Collaborative work in these areas is encouraged but longer and louder conversations should be moved to the meeting room.
3. Members are reminded to turn down ringers and turn off speaker phones. Be conscious of your voice volume while on the phone. As a courtesy, please turn your cell phone ringers down or preferably to vibrate, while at your desk. The various ring tones can be very distracting. Please be aware that even if you are in an office, being on a speaker phone tends to be very loud and distracting so avoid using the speaker phone unless absolutely necessary.
4. Headphones are the best 'do not disturb' sign. Put them on if you don't want to be interrupted and be respectful of those wearing headphones.
5. Even though you have a closed door office, it doesn't mean that we can't hear you. The walls and glass are not sound proof . Please consider your volume even if you are in an office.