

# Generator's House Rules

Welcome to the Generator-hood. By now, you have hopefully noticed that you're part of the best shared workspace in the universe. Part of what keeps it that way is our wonderful members and their commitment to be good humans and considerate colleagues. To keep the good times rolling, here are some rules to work by.

## Respect thy neighbour

- Behave in a way that is respectful to all people, always.
- Celebrate diversity at Generator so help us make everyone feel included, welcome and comfortable in all spaces and at all events.
- We at Generator are Rainbow Allies, so you must respect (and ideally share) these values.
- We have zero tolerance for bullying, harassment or discrimination. We reserve the right to cancel memberships or remove anyone from any Generator site if they don't comply.
- In addition to our Terms & Conditions, you must follow our Health and Safety guidelines which you can read through on GenHub. You'll also be taken through these at your induction (held weekly on Mondays at 3pm).
- Remember to respect the privacy of other members and their businesses, particularly when posting on social media. The "influencer life" is not for all.

## "Common" decency

- Please use all shared areas and bathrooms courteously and keep them clean and tidy, as you would at home.
- Don't leave your dishes in the sink and put them straight into the dishwasher.
- Respect our furniture and fittings as you would your own.
- Check in with the Generator team if you want to move any furniture in shared spaces. We've thought hard about where things are placed.
- Please keep anything infectious at home.
- Well-behaved pups are welcome at some Generator sites. Chat to your Member Concierge team to find out more.

## Share and share alike

- Keep mobile phone use at a considerate volume – check in with your fellow space-mates to see if you're disturbing them with your animated chat or novelty ringtone.
- Throw in some headphones if you're flicking through your Insta stories.
- Remember that speakerphones and an open office don't mix.
- Be mindful of how loudly you're speaking and the language you use.
- When eating at your desk or in the shared areas make sure you're considerate of others and get rid of empty food containers and other items in the correct bins.
- Keep your workspace clean and ordered – tidy desk = tidy mind.

## The key to keeping things sweet

- Your membership card is also your key card, so keep it safe.
- You'll need to use your card to access some areas of Generator and to pay for food and drink at the café and bar.
- Your card is yours to take care of. Please don't share it.
- If you lose it, let a Generator team member know and we'll get you a replacement card sorted for \$25 + GST per card.

## Eliminate guest work

- Please ask all your guests to sign in at reception – we need to know who's in the building at all times.
- Always meet your guests at reception and don't leave them alone in the building at any time, especially if they're arriving outside of reception hours (8:30am - 5:30pm).
- Be a responsible host in relation to drinking and general behaviour while you're in our spaces.

## Tech book behaviour

- Double check that you're not making off with anyone else's printing before heading back to your desk.
- Leave the printing area the way you found it – if you put your own paper in, don't forget take it out when you're done!
- If you come across any issues with our IT services, let your Member Concierge team know or log a ticket with Helpdesk. Please don't leave it for someone else to sort out.
- If you borrow any AV equipment, remember to return it.

## Generator staff zones

- Please don't go behind the Concierge desk, bar or other Generator staff-only areas. If you really want to be one of us, keep an eye out for job openings.

## Who's new?

- We like to know who is coming and going at the businesses that call Generator home, so we can make them feel extra welcome or bid them farewell. If you have a new or departing staff member, get in touch with your Account Manager so we can keep our records up to date and make sure new staff are inducted properly.

## Blue sky drinking

- Since we are the holders of the liquor licence for all Generator sites, our team is responsible for providing a safe environment throughout the whole building.
- Our licensed Managers are on site between Monday – Wednesday, 8am – 6pm and Thursday – Friday, 8am – late. Drinking of alcohol cannot happen on site in our public areas outside of these hours, unless there is an event being held or hours are extended by the Bar Manager on the day.
- If you are enjoying an alcoholic beverage in your private office, intoxication must be avoided and minors are not permitted to drink alcohol.
- Drinking outside of licenced hours in your private office is your responsibility.
- Alcoholic beverages consumed in private offices will need to be purchased through Generator, but don't worry, we'll help you out with special member rates.

## Insider intel

- If you need any more information, have a read over the members compendium when you start at Generator – The Little Blue Book, and keep it handy for future reference too.

**So now you have the low-down, you can get down to business.**

**Thanks for listening!**

**Team Generator**