



## OFFICE ETIQUETTE POLICY

As TVC grows and we make more hires, it is important that we respect other people's time and their space. As more people share offices, here are a few things we are asking all office employees to keep in mind. These are not suggestions we are making but guidelines that we expect everybody in the office to follow.

1. **All Offices Are Or Could Be Shared Offices:** Many of you are currently sharing an office and some are not. With our future plans to add more campuses we will be making more hires. This means even if you aren't currently sharing an office it is possible that you will be in the future. So please be prepared for that.
2. **Respect Your Office Mate & Space:** Please keep in mind that if you have an office mate and need to respect that person. This means you should keep all of your office supplies on your side of the office and keep your office picked up. Nobody likes sharing an office with a slob.
3. **All Shared Offices Are Quiet Spaces:** If you share an office then it is considered a quiet space. This means several things.
  - a. Don't hold meetings in your office with anybody when your office mate is on campus. Not even quick conversations. If you need to meet with somebody step out of your office and meet them in one of the following rooms.
    - i. A Non Shared Office
    - ii. The Video Room
    - iii. Room A or B
    - iv. The Family Room
  - b. Don't have phone conversations in your office. Step out of the office and do it in one of the rooms listed above.
  - c. Don't play videos or music on your computer without headphones.
  - d. Don't yell to get somebody's attention as they pass by your office.
  - e. Don't pop into a shared office and begin talking to somebody in there. If you need to meet with somebody simply pop in their office and ask them if they have 5 minutes or some time to meet. If they do please use one of the rooms listed above to have your meeting.
  - f. Don't have personal conversations with people in a shared office. If your family member or friend stops by the church to see you that is great but they shouldn't be in your office with you when you are sharing an office. Please take the conversation to a room listed above.
4. **No Social Media When You Are Working:** This speaks for itself but please keep in mind that during work hours you should be working not checking your facebook or other social media accounts.
5. **Office Door Closed:** If somebody's door is closed do not knock on the door or enter their office. If you need to get in contact with somebody in that office you can email, call or text them. If

your office mate closes the door with you in the room please respect those wishes. If you need to connect with somebody simply leave the office and shut the door behind you so they can work. The only office this doesn't apply to is the finance department. They will always have their door closed so if the Do Not Disturb sign is up on their door please don't knock or enter.