



## Joan Kirner Women's and Children's Quick Reference Guide

### Shared Spaces

**Please:**

- Eat only in the designated staff areas
- Be responsible for maintaining the cleanliness of shared microwaves and fridges
- Use dishwashers provided and do not leave dishes in sinks
- Ensure you leave shared areas clean and clutter free
- If a conversation is to become involved and detailed, causing distractions to others, where possible take the conversation outside or to a meeting room.
- Ensure your personal belongings are securely stored in provided shift lockers. Limit the amount of valuables you bring to work to reduce risk of loss/theft.
- Step outside your work area when making personal phone calls (these should be limited to your breaks).
- Avoid using the speakerphone function on your telephone.
- Ensure hot desks are only used on a temporary basis