# WORK ENVIRONMENT

## Etiquette

This document is meant to provide guidelines for maintaining a respectful and productive workplace. It emphasizes the importance of being mindful of noise levels, keeping shared spaces clean, and treating all employees with kindness and respect. Additionally, it encourages communication and collaboration, professional interactions, and appropriate use of designated areas for eating.

## COMMUNICATION TIPS



We encourage communication and collaboration; however, be mindful of maintaining an appropriate volume within your work area.



Understanding your work style can exponentially boost your productivity. Whether you thrive with background music or require absolute silence, recognizing this can transform your workday. Consider using headphones to create the perfect environment tailored to your needs and the needs of others.



If you know you'll be late for a meeting, it's crucial to inform the other participants. Use Teams chat, send a text message, or ask someone attending to relay the message. Showing this level of consideration demonstrates professionalism and respect for everyone's time.

## SHARED SPACE ETIQUETTE



Maintaining respect for our collective shared spaces can be demonstrated by keeping general noise at a considerable level.



Maintaining a clean and organized workspace not only sets a positive example, but also assures that your colleagues can work efficiently when you're working remotely and they need to use your desk.



To maintain a focused and productive environment, make sure that your workstation, phone, and watch are set to silent or a low volume. This simple step can significantly reduce noise and eliminate distractions, helping you stay on task and achieve your goals with greater efficiency.

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## SECURITY



Wear your employee badge at all times while in the office. Don't prop doors open or allow "tailgating" (others entering without badging in). Report any security concerns or malfunctioning doors promptly. Store your badge securely when not in use. If you lose your badge, report it right away for a replacement.

## PROFESSIONAL INTERACTIONS



Treat all employees with unwavering kindness and respect, recognizing every role within the organization is vital to our collective success.



Practice "Dress for your Day; Dress for Success," which simply means maintaining proper hygiene, a clean appearance, and clothing appropriate for the activity. Whether you're going to an office, visiting a site, or meeting a client, take the environment into consideration as you represent Olsson and yourself.



Choosing to avoid strong scents is essential for creating a comfortable and inclusive environment. Many individuals are sensitive or allergic to strong fragrances, which can trigger headaches, respiratory issues, or other adverse reactions. By opting for subtle or fragrance-free products, you contribute to the well-being of everyone around you and show consideration for their health and comfort.



It is crucial that you stay at home and avoid going to work if you are feeling unwell. Your health and the well-being of your colleagues depend on it.