

20 FATHOMS MEMBER CODE OF CONDUCT

What makes 20Fathoms so great? You do! We all do.

20Fathoms is an inclusive destination for tech and entrepreneurship communities. We are a nonprofit membership organization dedicated to creating a rural center of excellence. As a part of this, we provide a **workspace, resources, and a community of support** that fosters innovation and entrepreneurship -- **regardless of where you come from or who you know**. As such, we respect and look out for one another, our unique space and the sense of belonging that we help to create. Here's the most important thing: **we each take part-- and pride--in creating community at 20Fathoms.**

Thank you for helping us create a great work environment that makes everyone feel welcome. If at any time you experience a breakdown in the code of conduct, please contact 20Fathoms staff. We will be happy to help address issues.

Operating Hours:

20Fathoms is open to members and their guests: **Monday – Friday 9:00 am – 5:00 pm**

- We are closed major holidays.
- Keyholders can access the office outside of regular hours. The staff reserves the right to request that non-keyholders clear the facility after 5 pm.
- Only 20Fathoms staff can approve events outside of operating hours.

Wellness:

- Bring your healthy self to work. Please don't come into the office when you're feeling sick. We need to keep shared spaces and close working environments healthy for all.
- When you're finished with conference rooms and shared workspaces, please wipe down the table with the sanitizing wipes that we have provided.

Beverages:

Coffee is complimentary thanks to the generosity of Higher Grounds Trading Co.

- If you drink the last cup of coffee, please start a new pot. Instructions are in the coffee area.
- Help keep the coffee bar tidy, please. Wipe up if coffee overflows.

Beer is complimentary thanks to the generosity of the Workshop Brewery.

- If you drink the last beer or it's clear that the keg is tapped, please notify Maria to ensure that we can get a fresh one delivered.

The Kitchen:

Keeping the kitchen clean is a community effort. 20Fathoms does not employ staff to tidy the kitchen or clean up after its users – that means it's a 20F community effort.

- Dishes and glassware are available for 20F community use.
- Your dirty dishes are YOUR responsibility and must be placed directly into the dishwasher.
- **Please do not leave dirty dishes in the sink unless the dishwasher has been run and is "clean."** In those instances, place them in the sink and then return and put them in the dishwasher once it's been emptied.
- We recommend labeling food stored in the fridge and have provided a sharpie and blue tape to help.

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- 20F staff has the right to toss anything that has been in the fridge for too long.
- Cooking strong-smelling foods in the kitchen is discouraged.
- **Toaster:** Do not leave the toaster oven on. Please clean up any crumbs.
- **Espresso Machine:** Ask for assistance before using the machine for the first time. It's temperamental.
- **Microwave:** Your microwave explosion is YOUR responsibility. Please wipe down any mess immediately. To prevent the mess, we recommend covering your dish.

Eating at Your Desk or in Meeting Rooms:

- In an open desk environment, odors are experienced by all members within the space. Storing strong-smelling foodstuffs at your desk is strongly discouraged.
- We don't want to create a "no food" policy in our meeting rooms, so please clean food residue from all table surfaces and dispose of food waste in the kitchen - not in meeting rooms.

Noise, Privacy and Confidentiality:

- Modulate your voice. No need to whisper – just be considerate of your neighbors.
- Use phone discretion. Speakerphone use and interactive webinars should only happen in enclosed spaces.
- Be conscious of non-verbal noise. Keep cell phones on low volume and other devices on vibrate.
- Move noisy conversations away from individual work settings if possible. (Reserve conference rooms as needed.)
- In an open office environment, confidential matters should be discussed in a private setting. Use discretion and judgment and be particularly conscientious when working on confidential projects.

Tidy as you go:

When you're leaving your workspace, especially for an extended period of time, push in your chair, organize your paperwork and make sure that the space is visually tidy.

Conference Rooms:

- Conference rooms are available for all members on a first come, first-served basis and must be booked through the designated software platform.
- Log in credentials can be obtained at time of member on-boarding from the Engagement Manager.
- Avoid dominating a conference room on any given day or time slot. When your scheduled time has passed, please be courteous and vacate the space.

Security Concerns:

- If at any time you feel concern is warranted, contact our staff (contact information below).
- If at any time you feel you are in danger or that someone poses a danger to others, CALL 911.
- If you aren't sure about what to do, contact 20Fathoms staff.

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Security is everyone's responsibility. Members will be responsible for meeting and escorting guests to and from their workspaces and conference rooms. Lost key fobs and/or keys must be reported immediately and are subject to a lost fob or key fee of \$50.00, deducted from your deposit.

Thermostats:

Only 20Fathoms staff is permitted to adjust the thermostats.

Bicycles:

Bicycles are not permitted in the building; please use bike racks located outside of the entrances to the building.

20Fathoms Contact Information:

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