

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.
- 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 or washed with provided dish brush.
- **Please do not leave dirty dishes in the sink unless the dishwasher has been run and is "clean."** In that case, wash dishes with provided dish brush and place in dish drainer.
- If dish washer is clean and finished running, feel free to put the dishes away if you've got the time! Please do not take clean dishes out of dish washer, use them, and then put them in the

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sink.

- **Spills:** Please wipe up any spills in the kitchen, including coffee drips.
- We recommend labeling food stored in the fridge and have provided a sharpie to help.
- 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. Use provided aluminum foil to line toaster oven tray prior to use and discard foil after use.
- **Espresso Machine:** Follow provided instructions to use. Ask Engagement Manager any questions!
- **Microwave:** Your microwave explosion is YOUR responsibility. Please wipe down any mess immediately. To prevent the mess, we recommend covering your dish.
- **Water kettle:** Please refill if empty. Depress the black button on the top of the machine to lift the lid up and fill.

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.
- 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 happen in enclosed spaces whenever possible.
- 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.
- Please tidy conference room after use. Push in chairs and leave it as it was when you arrived.

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Mail:

Mail delivery is a benefit of membership in 20Fathoms. Mail is left in the labeled tower; feel free to grab yours!

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.

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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