

# 20 FATHOMS MEMBER CODE OF CONDUCT

What makes 20Fathoms so great? We all do!

20Fathoms is a nonprofit dedicated to helping remove barriers and providing resources to startups and small businesses. As a part of this, we provide a **workspace, educational programming, and a community of support** that fosters innovation and collaboration-- **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 you experience a breakdown in the code of conduct, contact 20Fathoms staff.

## Operating Hours:

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

- The office will be closed on 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.

## Space Availability

20Fathoms is open to coworking space members, as well as day pass and conference room users. All guests must check in with the Community Lead when entering the space; they receive a discounted day pass rate.

## Wellness:

- Bring your healthy self to work. We need to keep shared spaces and working environments healthy and safe for everyone. **We reserve the right to ask someone who is visibly ill to leave the office space.**
- **Please always wear shoes.** We're casual here, but not THAT casual.

## The Kitchen:

The kitchen is a communal space. 20Fathoms does not employ staff with primary duties to clean throughout the day – it is everyone's duty to keep our kitchen and spaces clean.

- **Dishes:** 20F provides basic dishes, glassware & utensils. Whether you use 20F dishes or your own, **cleaning them is your responsibility.** If the dishwasher is running, handwash your items and place them on the drying rack.
- **For sanitation and courtesy – dirty dishes shall not be left in the sink.**
- **Fridge:** Label your food stored in the fridge. There is a labelled community drawer and shelf of items that can be used by anyone. 20F staff maintains sanitation by tossing anything spoiled or past the expiration date on Fridays.
- **Toaster:** Follow the instructions posted by the toaster oven area and clean up after each use.
- **Espresso Machine:** Ask for assistance before using the machine for the first time.
- **Microwave:** Your microwave explosion is YOUR responsibility. Please wipe down any mess immediately. To prevent the mess, we recommend covering your dish.
- Avoid cooking strong-smelling foods in the kitchen, unless you bring enough fish for everyone!

# 20 FATHOMS MEMBER CODE OF CONDUCT

## **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.
- Be sure to clean food and drink residue from all table surfaces and dispose of food waste in the kitchen trash cans. All messes made in the conference rooms, private office or coworking space need to be cleared away before you leave for the day.

## **Beverages:**

Coffee is complementary

- 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 and kombucha is complementary

- Drink responsibly – we reserve the right to enforce a limit to anyone who appears intoxicated
- If you drink the last beer or it's clear that the keg is tapped, please notify a staff member.

## **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. Consider using one of our “phone booths”, the tall blue padded mini cubicles for phone calls.
- Be conscious of non-verbal noise. Keep cell phones on low volume and other devices on vibrate.
- Refrain from loud conversations next to work settings. We have several social spaces set up with lounge furniture away from desks to provide collaborative spots for conversation.
- In an open office environment, confidential matters should be discussed in a private setting. Use discretion and judgment and be conscientious when working on confidential projects.

## **Tidy as you go:**

- When leaving your workspace, especially for an extended time, push in your chair, organize your paperwork and make sure the space is visually tidy. We often give tours so having a tidy appearance is important for all.

## **Conference Rooms:**

- Conference rooms are available for all monthly members on a first come, first-served basis and must be booked through the designated software platform. Day pass and Day Pass Bundle users incur an hourly rental rate – notify the front desk to reserve.
- Log in credentials can be obtained from the Community Lead.
- We enforce a 2 hr. limit per day for conference room usage. An hourly rate will incur if you need more time.
- When your scheduled time has passed, please be courteous and vacate the space. If someone has the room after you, a courtesy knock is expected when you are past time.

# 20 FATHOMS MEMBER CODE OF CONDUCT

## **Security or Inappropriate Behavior Concerns:**

Safety and security is everyone's collective responsibility, but 20F can't correct, address or fix situations if we don't know about them. We want everyone to feel welcome and comfortable here.

- If at any time you have a safety or security concern, contact our staff immediately.
- 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, please feel comfortable contacting 20Fathoms staff.
- Your guests are your responsibility, please escort 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 \$25.00, deducted from your deposit.

## **Thermostats:**

Only 20Fathoms staff are permitted to adjust the thermostats.

## **Bicycles:**

Bicycles are not allowed in the building; please use bike racks outside of the building's entrances.

## **Animals:**

Animals or pets are not allowed in the building. Service animals are welcome.

## **20Fathoms Contact Information:**

Mia Azpeitia, Director of Operations  
Email: [mia@20fathoms.org](mailto:mia@20fathoms.org)

Annie Zimmerman, Finance and Compliance Manager  
Email: [annie@20fathoms.org](mailto:annie@20fathoms.org)

Stephen Morrison, Community Lead  
Email: [stephen@20fathoms.org](mailto:stephen@20fathoms.org)