

Lack of common standards for open space offices may cause frustration. Obvious downsides are the noise level, interruptions and easy distractions. You have to consider your own noise level, and you have to tolerate a certain degree of ambient noise.

## Etiquette in open space offices@IFI

1. Be considerate, and leave the open office environment when you are on the phone, both for incoming and outgoing calls.
2. Avoid use of the speakerphone function on your phone or PC (applies to mobile, fixed phone and Skype).
3. Longer or intense discussions, whether it is by phone or with colleagues, should be held in a meeting room/quiet room.
4. Keep the ring volume on your phone at the minimum level you need to hear it, consider vibrating alert. Don't leave the mobile phone on the desk, without turning off the ring volume.
5. Turn off the system sounds on your PC (all alerts and snap sounds that occurs when you turn on your computer, delete documents, etc.)
6. Use headphones if you are listening to music/radio or are watching video clips. Headphones might as well be used for noise cancelation or as an "occupied"-sign if you don't want to be disturbed.
7. Avoid private phone conversations in the common areas, both of consideration to your colleagues and the caller.

