

KINISI COWORK

RULE BOOK

KINISI TEAM

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HOUSE RULES

CLEAN DESK/PANTRY POLICY

Maintain a clean and clutter-free workspace. Clear your desk of personal belongings and put trash in proper trash can at the end of each day. **Please wash the utensils you have used.** This promotes a professional and organized environment for all coworkers. **Non-organic food packaging needs to be washed clean prior to appropriate disposal.**

ENERGY CONSERVATION

Conserve energy by turning off electronic fixtures, lights, and other equipment when not in use. Make sure to switch off lights and unplug devices before leaving your workspace or common areas. **Please turn ON/OFF the MAIN SWITCH on first entry or last exit.**

PHONE ETIQUETTE

Avoid talking loudly on the phone in shared areas. If you need to have a loud conversation, please step outside or step into the meeting room. We understand that sometimes you need to take a work call, but please be respectful of your coworkers and keep your voice down.

MEETING ROOM ETIQUETTE

Reserve meeting rooms in advance and use them for their intended purposes. Be mindful of time limits and clean up after meetings.

INTERNET USAGE

Use the internet responsibly and avoid bandwidth-heavy activities that may affect others' connectivity. Do not download large files or stream high-definition videos excessively.

SHARED RESOURCES

Treat shared resources, such as printers, scanners, AC remote and kitchen appliances, with care. Report any malfunctioning equipment to us immediately.

NO UNAUTHORIZED GUESTS

Only individuals with valid coworking memberships are allowed on the premises. Visitors without a valid membership are not allowed inside the coworking space.

PROFESSIONAL CONDUCT

Maintain a professional demeanour at all times. Avoid disruptive behaviour, offensive language, and harassment of any kind. Avoid resting or placing your legs on work desks.

CLEANLINESS

Keep your workspace clean and organized. Dispose of trash properly and avoid leaving personal belongings unattended in common areas.

BREAK AREAS

Utilize pantry or balcony for meals and socializing and clean up after yourself. Tea/Coffee is permitted on work-desk but please use coasters and clean-up after use.

SMOKING POLICY

Smoking is only permitted in designated areas, specifically on the terrace. Please ensure that cigarette butts and other smoking-related waste are properly disposed of in designated receptacles. Respect the preferences and health of others by refraining from smoking in non-designated areas.

PRIVACY & CONFIDENTIALITY

Respect the privacy and confidentiality of fellow coworkers. Do not access others' devices and refrain from intentionally listening to conversations, watching screens, or attempting to gather information without permission.

ISSUES AND SUPPORT

MAINTENANCE AND FACILITY RELATED ISSUES

- Broken or uncomfortable chairs, desks, or furniture.
- Malfunctioning office equipment (coffee machine, printers, scanners, etc.)
- Issues with AC, fan, or lighting fixtures
- Water leakage

Please report any maintenance issues immediately to the facility in charge by WhatsApp/calling on **+91 83004-60683**

IT, ACCESS, AND BILLING-RELATED ISSUES

- Internet connectivity issues
- The access code not working
- WIFI credentials not working
- Unable to buy/renew the pass
- Cancellation or termination of past inquiries
- Clarification on House Rules

Please report any maintenance issues immediately to the IT and billing support desk by calling/dropping WhatsApp at **+91 94296-90049** or writing an email to hello@cowork.kinisi.in

HOUSEKEEPING RELATED ISSUES

- Insufficient cleanliness in shared spaces or workstations.
- Common area cleaning and maintenance
- Issues with garbage disposal or overflowing bins.
- Dirty or unkempt restroom facilities.
- Restocking of essential supplies (ie. coffee powder, tea, handwash, etc.)

Please report any maintenance issues or raise requests for restocking to the housekeeping by calling on **+91 83004-60683**

REPORTING UNRULY COWORKER

- Disruptive behaviour or disturbances caused by a coworker
- Monopolization of common-use equipment and spaces
- Violation of coworking space rules or code of conduct
- Harassment or inappropriate conduct

Please report such conduct by calling/dropping WhatsApp on **+91 94296-90049** or writing email to hello@cowork.kinisi.in

AUROVILLE SAGETY & SECURITY TEAM

- For any emergency-related security and safety such as fire, accident, or harassment
Contact number: **+91 94430-90107**

AUROVILLE AMBULANCE

- In any life-threatening situation or could worsen and become life-threatening.
Contact number: **+91 94422-24680**