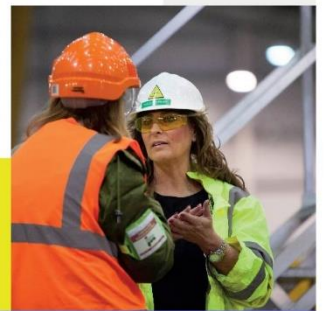


OFFICE AND DESK PROTOCOL



It's tempting to think that our duties at work only include our associated role responsibilities, but that's not true. Transport for the North (TfN) strives to provide a comfortable working environment and encourage all employees to enjoy the workspace and make use of the breakout areas provided. As colleagues, we share certain housekeeping responsibilities to ensure that the workplace remains pleasant, clean and safe.

Employees are expected to treat the main office and breakout areas across both our Leeds and Manchester offices with respect and ensure that they are left in an appropriate state. All employees should:

- 1. Keep work areas and storage facilities clean, neat and tidy**
- 2. Keep all aisles, stairways, traffic areas, and exits free from obstructions at all times**
- 3. Leave all desks clean, tidy and free of personal items at the end of each day (particularly if not returning to the desk the following day)**
- 4. Clean up any spills immediately**
- 5. Treat all breakout areas with respect: tidy up any rubbish, place used crockery in the dishwasher (not the sink!) and wipe the surface to ensure you leave the space clean, tidy and hygienic**

All materials, including personal items and equipment, have a place for orderly storage. That's why TfN have purchased additional storage boxes and coat hangers, that further complement our available storage lockers and hanging wardrobes.

Employees are encouraged to use all storage facilities for personal and work-related items rather than using the backs of chairs or tops of desks. This is particularly important if you are leaving for the day, or are away from a desk for several hours, as someone else may need to use that work space.

Employees are encouraged to tidy the workstation that they are/have been using throughout the day, to ensure the space is safe for use, and to maintain the professional image of Transport for the North.

Employees are requested not to personalise any desk, and to ensure that, when in attendance at any meeting or away from the office for more than a two hour period, they vacate the desk space they are working at, turn the desk availability indicator to the correct colour code and leave the desk space free from clutter for someone else to use if needed.

Employees are collectively responsible for maintaining the cleanliness of breakout and kitchen areas. When using any of this space, all employees are expected to clean anything that they use, put their rubbish in the bins provided, place all used crockery in the dishwasher and not the sink, and leave all items in the condition in which they were found. Should the dishwasher be in use, employees are encouraged to wash their dirty plates/cups/cutlery and leave it to dry on the newly purchased drainage

rack. In no circumstances should dirty crockery or cutlery be left in the sink.

If any items are in need of repair or replacement, please notify a member of the Directorate Support Team immediately.

Employees are to follow the direction of all signage posted in the breakout areas to ensure compliance with the equipment user specification, room capacities and health and safety regulations to guarantee a safe and enjoyable experience for all.

Remember, it is everyone's responsibility to pick up and clean up.



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