

STANDARD OPERATING PROCEDURE- GUIDELINE DEPARTMENT OF OB/GYN CUBICLE SPACE

SCOPE/APPLICABILITY:

This policy applies to all staff, including full-time, part-time, temporary staff and students working in OB/GYN.

PURPOSE:

OB/GYN is committed to maintaining a respectful and productive work environment within the cubicle workspace. Following these practices will promote harmony, collaboration, and efficiency among cubicle occupants. The following guidelines should be observed:

- Keep Cubicle Decoration Professional and be Mindful of Impressions: Keep any personal decoration inside your cubicle. There should be no decorations on the cubicle glass or ledges of your cubicle. Do not display anything that could be considered offensive or in poor taste. Your cubicle gives your colleagues and people around you an impression of the person you are. Recognize that, and make sure that it does present a good impression. That means that it should be kept tidy and clean, with documents filed in their proper places. Raised platforms on the reception area desks are limited to 1 small professional decorative item.
- Consider Your Volume: Don't talk through cube walls or congregate outside someone's cube. Don't bring visitors to your cube to meet with them. Go to an office or conference room. Shouting across the wall is unprofessional and distracting. Get up and walk to the other cubicle to make your request, or, if appropriate in the given work situation, send a text or email or pick up the phone.
- Confidential Matters and Meetings: Do not discuss confidential matters in your cubicle. The conference rooms are an excellent place to hold meetings where confidential information will be exchanged. Don't leave confidential materials out on your desk if you're stepping away for a meeting. Protect the information you work with by being mindful of the public nature of cubicle space. Should you happen to overhear private or confidential conversations, don't repeat what you heard to others. Never read someone's computer screen or comment on conversations you've overheard.
- Personal Conversations and Phone Calls: Be mindful of conversations that are held at your cubicle, in the reception areas and in the corridors. These conversations also carry and should be communicated quietly. Keep your personal cellular phone off or in silent mode. It is best if you receive personal calls at lunch or during your breaks. If you need to take a personal phone call, please step into a conference room or into an office. When taking a phone call, do not use speaker phone. Be mindful of what you want other people to hear. If you need to discuss a confidential matter on the telephone, find out if you can borrow a phone in an office to conduct this discussion.

This information is a guideline and should not be considered inclusive of all situations. Please communicate with the appropriate supervisor if there are questions or concerns.

- Interruptions: Respect other people's space when they look busy. When your colleague looks busy, pretend that the office door is closed, and they are in a meeting with the Chair. If your colleague is on the phone, you should refrain from using sign language to interrupt them. It is better that you wait until the call is finished to tell them whatever it is that you'd like to discuss.
- Beware of Smells: Don't wear excessive fragrances or aftershave to work. It can be very irritating to colleagues with allergies. Also avoid unpleasant odors in your lunch choices or save the strong-smelling food for the lunchroom, not your desk. Shoes must be kept on at all times.
- General Noise: Use email or instant messaging to communicate silently with your coworkers. Play radios at low volumes or use a headset. Set your PC volume to a low level and turn off screensaver sound effects. Set pagers to vibrate. Eat quietly. Avoid gum-popping, humming, whistling, slurping, pen tapping and other extraneous noises.
- Respect Personal Space: Respect the boundaries of your colleagues' cubicles and avoid leaning or reaching over walls without permission. Do not use or move your colleagues' personal items without their consent.

Questions regarding cubicle guidelines should be directed to the Operations Manager or Department Administrator.