



A few general housekeeping items to keep in mind in both our offices to ensure we enjoy and maximise the use of this shared space together.

Meeting room bookings

- A booking system for the meeting rooms is in place where the room should be booked as a resource.
 - In the Melbourne office, the rooms available for booking: Bunji – meaning **friend or mate** (4 people meeting room), Yakka – meaning **hard work** (4 people meeting), Kunara – meaning **one** (12 people board room) and Mani – meaning **equal** (8 people meeting room).
 - In the Perth office, rooms available are: Perth Board Room (20 – 25 people) and a meeting room for 6 – 8 people.
- When booking a meeting room, please send a separate invite to the room stating your name only in the subject, please do not onforward the details of the meeting to the room (as this information available to all).
- If you no longer require the meeting room booked in advance, please cancel the meeting so others can make use of the meeting space.
- Please be mindful that there may be direct meetings right after yours, so please finish on time if not earlier, and ensure the room is tidy (with chairs pushed in and rubbish removed)

Desks/Perm Flexi desks All desks are to be kept clean and neat in appearance

- Please ensure you lock your computers before to leave for the day or if walking away from you desk for an extended period of time.
- All **Perm flexi** desks are to be cleared at the end of each day with belongings to be put in your lockers, No personal belongings or laptops are to be kept on the work stations overnight.
- Staff overflow from the Perm Flexi desks are to use the hot desks.
- Floor plan is included.

Booths and collaboration spaces

- Share spaces can be used if they are available, booking are not required.
- If you are taking a long call, or the call is sensitive in nature, please move away to a booth, spare meeting room, or a quiet corner in the office. Please do the same with conversations about sensitive topics.

Please ensure you clean the space used after use.

Kitchen and fridge

- The cleanliness of the kitchen and shared areas is everyone's responsibility. Please ensure things are put away after use, or placed in the dishwasher directly if they required cleaning.
- Please ensure food you place in the fridge is eaten, taken home or cleaned out regularly.
- If you are heating food up in the microwave, please cover the food to ensure the microwave is kept clean for the next person. Cling wrap and baking paper will be available for your use for food storage, heating and reheating.
- Our kitchen has been built to maximise our comfort so please utilise this space for meals as much as possible to take a break from sitting at your desk.
- For Melbourne, if there is a meeting or training in session in Kunana (Board room), please keep your volume down in the kitchen area.

External guests and the front door

- If you are expecting guest, please ensure you are available to open the door for them when they arrive.
- If you are in the kitchen and guests are approaching, please open the door for them and let the meeting organiser know.

Presentation and dress code

- Please ensure we are in professional attire.
- Casual Fridays still apply.

End Of Trip Facilities (Melbourne office specific)

- These are located in the basement next to the bike racks, you need special access on your swipe card to use the facilities which most of you have requested and was done prior to moving in.
- If you would like a tour or access please see the HR Coordinator.

Other things to be mindful of

- There is a new printing facility in the Melbourne office, please speak to IT if you need any assistance with printing, copying or scanning.
- CBN continues to be a paper lite office so please be mindful of the environment before printing.
- Where printed documents are no longer required, please dispose of them in the secure destruction bin. If any of the items are too big to fit into the bins, please take them to the main waste and recycle bins downstairs. Speak to the EA to the CEO for directions for the Melbourne office.