



Office Etiquette

Rationale

SAMU is committed to providing an environment that enables our employees to work comfortably and safely in the workplace.

Definitions

Casual attire includes, but is not limited to, jeans, shirts with or without collars, hoodies, skirts, and shorts. Athletic wear and sweatpants are excluded.

Scent products include, but are not limited to, perfume, cologne, diffusers, incense, candles, air fresheners and deodorizers, and fresh flowers.

Regulations

Clothing

1 SAMU's dress code is casual attire unless the day's tasks require otherwise.

1.1 SAMU employees should wear clothing that is clean, comfortable, and practical for work.

1.2 Clothing that has words, terms, or pictures that may be offensive to others is unacceptable.

1.3 Clothing that has the SAMU logo is encouraged.

Scents

2 SAMU is a scent sensitive office.

2.1 Employees will refrain from using scent products in the office.

2.1.1 Employees who receive fresh flowers are encouraged to take them home at the end of the work day.

Sound

3 Employees will use headphones when listening to music in the office.

4 Within the open office space, meetings that take longer than five minutes must take place in a meeting room.

5 Alternate methods of communication, including email and online chat, are encouraged when possible.



Office Guests

6 Office guests are required to sign in and out at the reception desk.

6.1 Employees will greet their guests at the reception desk and escort them to their meeting place.

6.2 Employees will escort their guests to the reception desk upon completion of their meeting.

Violations

7 An employee who fails to meet these standards, as determined by their supervisor, will be verbally notified.

8 An employee who continually fails to meet these standards may be subject to Disciplinary Action.



Fact Sheet

Approvals:

First Approval – May 13, 2020
Last Approval –

Review By: May 13, 2021

Source and Updates:

May 13, 2020: *Office Etiquette* approved by Executive Committee motion E2020-03-13-3 on the recommendation of the Procedure Sub-Committee. Source material drawn from the office co-working etiquette guidelines created prior to the move into the new building as well as the Canadian Centre for Occupational Health and Safety website regarding scents.

Related Documents: