

The Studio:

Desk Use Policy

The following desk policy is to be met by all members, any breach of the policy will result in a warning and further breach may result in membership cancellation.

Members with a dedicated membership will be granted a desk and cabinet for storage. Members may only store their items on or under their desk or inside their designated lockable under desk draws.

Members with a dedicated office can use and store items in their office as they see fit (as long as this does not impact fire, safety and OH&S requirements).

Hot desk members may only store items on hot desk areas for the duration they are at the office. Hot desks are to be cleared after every day.

Any items stored anywhere other than the areas previously specified must be taken home.

If an item outside of the allowed storage areas is not taken home the member will receive a warning.

Any member that continues to not comply with the policy may have their membership cancelled immediately.

Teams with 10 or more people will be allocated extra storage in an area decided by management.

Teams with 10 or more people still need to comply with the desk storage policy as stated above, only storing items on top of or below each allocated desk.

Desk Use Policy as at 1st November 2017,
with thanks to Fishburners