

Maintaining D:4 together

If you plan to join us, please take the time to read through:

Cleanliness and Organization

- Keep your workspace clean and clutter free. If you have subscribed to a passive membership, please avoid leaving personal items or documents.
- Always dispose of the trash in the bin after your working day.
- Clean your dishes 😊

Noise Levels

- Be mindful of your volume when speaking on the phone or with other co-workers.
- Use headphones for music or video calls.
- Utilize the hang-out room for group discussions.

Respect Personal Space

- This goes without saying, but please respect the personal space and belongings of everyone involved.
- The rooms layout is open for re-arrangement. If you would like to have a separate desk, please let us know and we will assist you.

Shared Facilities

- Treat the office equipment, kitchen supplies with care.
- Please turn off the lights and AC when not in use and always double check if you are the last one to leave the office.

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Communication

- Once you join us, you will be added to our Slack workspace.
- A monthly hang out will be hosted regularly where we will exchange more about ideas, feedback or concerns about the space. Everybody can participate with ideas, knowledge and know-how to develop the space, furniture or events.

Strict no-discrimination policy

- Anyone is welcome here -this means we respect every person as they are and expect you do the same.
- We strive to be an inclusive space where everyone can voice their opinions openly.

Donations

- will be invested in amenities like food, drinks, decoration and more plants or whatever is needed.

Applicable for our Active Members only:

- Access to internal resources: this is designed as a take-and-give back practice between active members. You can borrow and lend materials, instruments, and machines to one another. This practice is based on trust and you are required to return what you lend in the same condition. More information will be provided upon request.