

# House rules

Business incubator BIOS Co-working space is a shared office space whose functioning is a reflection of its users. The goal of this space is encouraging cooperation among its members as well as respecting business ethic so it can be enjoyable and beneficial for all.

Co-working space users must abide following rules and responsibilities:

## 1. Be professional

Respect others and work with them. This is a work place in which you need to act professionally. Introduce yourself and treat others with the respect.

## 2. Don't make noise

This is a quiet environment in which focus on is needed. Speak quietly. Turn of your phone ring tones.

## 3. Keep it clean

Keep your desk clean and tidy. Wash the dishes after the use. Eat in the kitchen. If something is broken, make us know. If you keep your food in the fridge, take care of it.

## 4. No smoking

If you want to smoke you can do it in the BIOS courtyard.

## 5. Network

No torreting. Use fair network resources. If you need to download or upload large file let others know or do it when it is not crowded.

## 6. Economize

BIOS pays overhead expenses for this space. Turn off your electrical devices when they are not used actively. If you are the last leaving the space, turn of the lights.

## 7. Members wall

Your names and interests written on the members wall will help establish community and professional cooperation. You will learn more about each other.

## 8. Look after your personal things

BIOS is not responsible for your personal staff. Don't leave your computers or mobile phones unattended. Bring your personal staff with you when you are leaving.