



Office and Desk Protocol

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Version control

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It's tempting to think that our duties at work only include our associated role responsibilities, but that's not true. Transport for the North (TfN) strives to provide a comfortable working environment and encourage all employees to enjoy the workspace and make use of the breakout areas provided. As colleagues, we share certain housekeeping responsibilities to ensure that the workplace remains pleasant, clean and safe.

Our adopted Ways of Working mean that not only can you plan where you work from, colleagues should so long as business needs are being achieved, be able to plan and manage their own working hours.

True flexibility means we don't have fixed desks for people, so colleagues can choose which place, and space works best for the task in hand ... be it at home, a desk, or a meeting space.

The beauty is you can book your space around the plan for your day from one hour for that slot between meetings, up to a maximum of seven hours in a day.

To make this work for everyone, colleagues will need to use our booking systems for desks and meeting spaces in advance. It's simple, just fill out a request online, or click the URL below,

<https://app.hotdeskplus.com/account/login>

Once you've booked a desk, you will receive an email confirming a desk number. Be a star and only sit at the desk you've booked! If you don't, you could be disrupting someone else's plans.

Further information can be found in our [How to Guide for HotDesk+](#)

- We also want colleagues to treat the main office and breakout areas across both our Leeds and Manchester offices with respect and ensure that they are left in an appropriate state. All colleagues should:
- Keep work areas and storage facilities clean, neat and tidy
- Keep all aisles, stairways, traffic areas, and exits free from obstructions at all times
- Leave all desks clean, tidy and free of personal items at the end of each day (particularly if not returning to the desk the following day)
- Clean up any spills immediately
- Treat all breakout areas with respect: tidy up any rubbish, place used crockery in the dishwasher (not the sink!) and wipe the surface to ensure you leave the space clean, tidy and hygienic

All materials, including personal items and equipment, have a place for orderly storage. That's why TfN have a variety of storage provisions and coat hangers, that further complement our available storage lockers and hanging wardrobes.

Colleagues are encouraged to use all storage facilities for personal and work-related items rather than using the backs of chairs or tops of desks. This is particularly important given our flexible approach to the ways we work.

Colleagues are encouraged to tidy the workstation that they are/have been using throughout the day, to ensure the space is safe for use, and to maintain the professional image of Transport for the North.

Colleagues are requested not to personalise any desk, and to ensure that, the desk is only booked for the period of time required.

Colleagues are collectively responsible for maintaining the cleanliness of breakout and kitchen areas. When using any of this space, all colleagues are expected to clean anything that they use, put their rubbish in the bins provided, place all used crockery in the dishwasher and not the sink, and leave all items in the condition in which they were found. Should the dishwasher be in use, colleagues are encouraged to wash their dirty plates/cups/cutlery and leave it to dry on the newly purchased drainage rack. In no circumstances should dirty crockery or cutlery be left in the sink.

If any items are in need of repair or replacement, please notify a member of the Facilities Team immediately.

Colleagues are to follow the direction of all signage posted in the breakout areas to ensure compliance with the equipment user specification, room capacities and health and safety regulations to guarantee a safe and enjoyable experience for all.

Remember, it is everyone's responsibility to pick up and clean up.

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