

Ember Cowork - Code of Conduct

Code of Conduct for Ember Cowork

Welcome to Ember Cowork, Liverpool's newest coworking space!

Our mission is to create a supportive, inclusive, and inspiring environment where individuals and businesses can thrive.

To ensure that everyone has a positive experience, we have established the following Code of Conduct.

By being part of Ember Cowork, you agree to abide by these principles.

1. Respect and Inclusivity

- Treat all members, visitors, and staff with respect, kindness, and professionalism.
- Embrace diversity and inclusivity. Discrimination, harassment, or inappropriate behaviour of any kind will not be tolerated.
- Be mindful of different work styles, cultures, and perspectives.

2. Community Collaboration

- Foster a spirit of collaboration and support. Share knowledge, ideas, and resources whenever possible.
- Be considerate of shared spaces. Clean up after yourself and leave communal areas as you found them.
- Respect the privacy and confidentiality of others. Avoid eavesdropping on private conversations or accessing someone else's work without permission.

3. Productive Work Environment

- Be mindful of your coworkers, use headphones for calls or audio.
- Be mindful of shared resources like meeting rooms, kitchen facilities, and equipment. Adhere to booking policies and time limits.
- Ensure your workspace remains tidy and does not disrupt others.

4. Safety and Security

- Follow all health and safety guidelines provided by Ember Cowork.

- Report any hazards, accidents, or suspicious activities to the management team immediately.
- Do not share access codes, keys, or personal login credentials with anyone unauthorised.

5. Sustainability

- Help us reduce waste by recycling and using resources responsibly.
- Turn off lights, equipment, and appliances when not in use.
- Consider eco-friendly transportation options to and from Ember Cowork.

6. Professional Conduct

- Use Ember Cowork's facilities and resources for legal and ethical purposes only.
- Represent yourself and your business professionally at all times.
- Avoid behavior that could damage Ember Cowork's reputation or disrupt the community.

7. Feedback and Resolution

- Share feedback with the management team to help us improve the coworking experience.
- Address conflicts respectfully and seek resolution through open communication.
- If issues cannot be resolved directly, escalate them to the management team for mediation.

Consequences of Violating the Code of Conduct

Violations of this Code of Conduct may result in:

1. A verbal or written warning.
2. Temporary suspension of access to Ember Cowork facilities.
3. Termination of membership without refund.

By using Ember Cowork's facilities, you acknowledge that you have read, understood, and agreed to this Code of Conduct.

Together, let's make Ember Cowork a welcoming and dynamic space for all!

Contact Us: If you have any questions or concerns, please contact our management team at rebecca@emberco.work