



In order to make the most of the potential of the new world of work, it depends on every employee. Behavior towards one another must generally be characterized by consideration, tolerance and respect. This document therefore summarizes some general guidelines on how to behave in the open space, which should make the transition to the new working situation easier for everyone.

1. Behavior at the workplace

1.1 Clean desk policy

Ensure confidentiality and keep confidential papers locked away in lockable cupboards and sideboards. Further information on the Real Garant Clean Desk Policy can also be found in the "RG_Clean Desk Policy" work instruction.

1.2 Private items at the workplace

It is generally permitted to furnish the workplace with private items. For example, personal pictures and calendars are permitted, but in moderation. Plants are part of the furnishings and are provided by the company.

1.3 Food at the workplace

In general, the offices are the place to eat lunch. Snacks are permitted at the workplace (e.g. fruit, sweets, food with a slight odor). As a general rule, the workplace must be kept clean and free of leftover food.

1.4 Confidential discussions

Staff meetings, which are confidential, are held in the meeting rooms. They must be arranged and conducted in such a way that they do not attract the attention of other employees.

2. Behavior towards colleagues

2.1 Approach behavior

I do not approach a colleague from behind. I approach someone in such a way that I can see them visually before I say anything. I do not approach anyone from a distance of 5 meters.

2.2 Volume

As a general rule, be considerate of others and control your volume. If your conversation or phone call is disruptive, continue the conversation in a more suitable place, e.g. in the office, in a phone booth or in a cube.

3. Team areas / meeting rooms / coffices

3.1 Work situations

The actual workplace is not the only option. Make use of the possibilities offered by the space and, if necessary, adapt the room or space to suit your work.



3.2 Team areas

The shared team areas can be used by everyone, regardless of department. Leave them tidy and clean for the next colleagues (clean whiteboards etc. if necessary).

3.3 Meeting rooms

The meeting rooms can be booked via Outlook as before. Please put the meeting rooms back in order after leaving so that the next meeting can run smoothly. In particular, the organizer of the respective meeting must ensure that the meeting room is left tidy. Cancel the room booking if the meeting is canceled.

Meeting rooms are not individual offices. Before using a meeting room, please check that it is not reserved. If you are in a room that someone else has reserved, vacate it for the person who has reserved it.

3.4 Use of Board offices

The respective offices can be used as additional meeting facilities in the absence of the Board. Availability must be clarified with a colleague from the Board Office before use.

3.5 Coffices

Please leave the coffices tidy, as they can also be used as a workplace. Please check regularly that you have not forgotten anything in the fridge. Expired products will be disposed of one month after the expiration date, forgotten, filled cans or similar after two months.

4. Online/Teams meetings

4.1 Camera

If possible, switch on your camera in a team meeting. This creates a team feeling, no matter where you are working from. It also reduces the chance of getting on each other's nerves. Feel free to use the Real Garant Teams backgrounds from the intranet.

4.2 Microphone

Mute your microphone when you are not speaking. This applies in particular to meetings with more than 5 people.

4.3 Punctuality

Team meetings are also meetings. Treat your colleagues with respect and show up on time.

4.4 Participants

If you are attending the meeting from a meeting room, briefly inform your colleagues in front of the screen who else is in the room with you - especially if there is no camera or it is out of order.



5. General guidelines

5.1 Office supplies

Printer paper and office supplies, such as pens, writing pads, paper clips, etc. are stored centrally at reception, where they are also ordered and issued.

5.2 Health equipment

Please return the desktop bikes and Kybun mats to the designated place (opposite the Stuttgart or Marketing meeting room) after use so that all colleagues have a chance to use the equipment.

5.3 Dress code

A well-groomed appearance is important. Depending on the level of customer contact, this means casual to business casual.

6. Building

6.1 Keys

The keys to the personal sideboards at the workplace may be taken home. Each department agrees internally on the distribution and storage of keys to departmental lockers as required.

6.2 Visitor management

Visitors may not be in the building unaccompanied. In addition, a contact person must be designated to take care of the visitor (register visitor (arrival and name of visitor at reception); collect visitor on arrival at reception and escort through the building, etc.).