



Code of Conduct Agreement

Thank you for using the Loxton Business Hub. This is a shared space and we ask that you please agree to comply with the following guidelines during your time in the Hub.

Working with others:

- Please do not cause nuisance, use offensive language, or be an inconvenience.
- There may sometimes be sensitive information that is overheard, so please respect the right of privacy and confidentiality.
- In an effort to keep noise to a minimum, please conduct phone conversations quietly or take calls outside or away from other users and turn your phone to vibrate.
- Headsets are to be used for online meetings or webinars.
- Food and drinks* may be consumed but please avoid excessive odours.

Facilities:

- You must leave the premises in the same state as when you entered, clean desktop and remove all rubbish.
- Please use the venue, equipment, resources and facilities in an appropriate manner.
- It is your responsibility to ensure your own property and equipment is fit for purpose and used in a safe manner.
- Hire fees are charged to use communal space and do not provide exclusive rights to any part of the Hub. We make no guarantee that the space is suitable for the purpose you intend to use it for.
- No excessive downloads or inappropriate use of the internet facilities.
- We provide no guarantee that the wi-fi access will be uninterrupted or error free.
- We cannot provide any assistance with troubleshooting or connectivity issues.
- If appropriate, ensure lights, air conditioning and other appliances are turned off when leaving.
- There is to be no smoking in the venue at any time.
- Alcohol may only be consumed with prior consent.

Liability and Insurance

- We maintain public liability and contents insurance. This does not extend to your property and you should make your own insurance arrangements to ensure you are covered.
- You are responsible to make good any damage caused.
- The Loxton Chamber of Commerce oversee the space during our business hours 10am – 3pm Monday to Friday. Sometimes meetings or events happen that prevent this. We will not be liable for any delay or failure in performing our obligations.

I agree to comply with the above guidelines.

Signed:

Print Name:

**We have members of the Loxton Chamber of Commerce who are willing to deliver.*