

Please note the guidelines below for office standards

TB Hall Limited is focused on very client intensive work where a professional image is critical.

If you have any queries please contact Martin Doran

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1 Contracts and Confidentiality

1.1 Contracts

All resources must have a valid and current contract to work in the office, one copy to be kept by the office, the other by the resource.

1.2 Confidentiality

Due to the nature of the sensitive material at TB Hall Limited, all resources must sign a confidentiality agreement prior to accessing the network

2 Dress Code

- **Smart Casual** - e.g. slacks and shirt
- Note: Jeans and tee-shirts are not smart casual
- Note: When clients are in the office please make an extra effort to dress smart
- Note: If you have a meeting with a client please wear professional attire!

3 Holidays

- Holidays need to be approved by the office in advance
- Please request holidays as far in advance as possible
- The office has set working hours and must remain open, therefore use a policy of first come first served on holiday booking. If you know your holidays in advance please advise Martin Doran to log on the office calendar

4 Security

- Your office should be locked when you leave the building (after work and lunch time)
- You should only buzz someone in the front door when you are confident of who they are meeting.
- If you are the first/last to enter/leave the building please unset/set the alarm
- Please shred all documents containing financial information or documentation with specific client or TB Hall Limited details.
- Please lock away securely all documents relating to financial information or relating to clients details
- It is forbidden to copy any material from the server to disk or any other storage device
- Normal office server backups etc should be encrypted with TB Hall Limited usernames and passwords
- All TB Hall Limited computers should only be used for work use (with exception of minor uses defined in "Internet Section" below, please contact Martin Doran unsure)
- All TB Hall Limited computers should have full security settings enabled (currently using McAfee/Sonicwall)

5 Internet

- Please note that the internet should only be used for work use during working hours.
- However there is no issue with using the internet for short periods of times for booking flights etc.
- Please be wary of internet usage as the office has software for monitoring the routers usage
- Please have your virus software set to "high" on security options

6 Email

TB Hall Limited is very brand aware, therefore:

- Please be very wary of using the TB Hall Limited or Buckley Hall email account with associated signature

- Please only use the TB Hall Limited/Buckle Hall account for work emails, use your personal account for personal emails if they have to be sent (drop down of accounts available on Outlook)

7 Telephones

- Mobiles – Please only use office mobiles for office work where possible
- Landline – Please pick up phones with standard Buckley Hall greeting and take a message if the phone is not picked up by intended recipient (note direct dial numbers will exist for all resources shortly)
- Landline – Please only use office phone for work where possible

8 Office Etiquette

8.1 Cleanliness

- Your desk must be kept clean at all times, this is both for client and tenant visibility and also for general professionalism.
- Please ensure all files are returned to filing cabinets etc prior to leaving the office at night
- All confidential material should be locked away when leaving your desk
- Please keep your office in a sufficiently clean state that a client could enter at any time (often the case!)

8.2 Food, Music etc

- You can eat your lunch at your desk during your lunch break, please try to keep food off your desk at other times
- Music (iPod etc) should not be listened to at your desk during normal working hours (8-5pm including lunch), feel free to listen to them outside these hours.

8.3 Meetings

- Please note that due to the confidentiality of our work and the openness of the office all discussions relating to work should occur behind closed doors, so please close the office doors when discussing sensitive work.
- Please knock on closed doors prior to entering as we currently have regular meetings with current clients and potential future clients and we therefore want to minimize interruptions.

8.4 Visitors/Clients

- For visitors/clients (not tenants) on our floor, please welcome them into your office to sit, and offer them a cup of tea etc.

8.5 Required time off during the day

- There is no issue with getting required time off during the day, provided
 1. it is requested first and approved
 2. it does not impact agreed deliverables
 3. handover/support is provided in absence with other resource in office
 4. Hours are made up afterwards where required by your supervisor

8.6 Arriving late for work

- Please note that the work starts at 9am
- If you are running late for work (>30mins) please text/call the office to advise you are running late and when you expect to arrive

8.7 Flexible Location Policy

- You can request later start time on Monday and early finish time on Friday if arriving from outside Dublin based on time being made up elsewhere, please request and agree in

advance.