



Spark Coworking St. Louis Code of Conduct

- Basically: Don't be a Jerk.
- Treat everyone with respect.
- Do not be destructive or inflammatory toward members, Spark staff, or the workspace.

Spark St. Louis is dedicated to providing an enjoyable, welcoming, and inclusive working environment for its community members and guests; therefore, we have adopted the following Code of Conduct to address: harassment, alcohol use within the space, guest access, workspace cleanliness, and noise level. All members and guests of members are expected to follow this Code of Conduct as a requirement of membership and access to the Spark community.

Harassment

Be respectful of other members, guests, and Spark staff. Respectfully ask people to stop if you are bothered by an action or comment; and if you can't resolve an issue, contact a staff member. Harassment includes, but is not limited to, offensive verbal comments related to gender, gender identity and expression sexual orientation, disability, physical appearance, race, ethnicity or religion; sexual images in public spaces; deliberate intimidation; stalking; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact; and unwelcome sexual attention. Community members and guests are encouraged to contact the appropriate Spark staff, even if only witnessing harassment to another. Members and guests asked to stop any harassing behavior are expected to comply immediately. Disruptive, abusive language or behavior will result in a written warning, can result in termination of membership and a ban from the entire property.

Alcohol & Smoking Policy

We encourage healthy work/play balance at Spark. Due to our liquor license, members cannot bring in outside alcohol to consume on premises. Our community works hard, and we want our members to enjoying an adult beverage after a long day or during the day. Please be respectful of fellow community members while partaking. We have Happy Hour every day from 4pm-6pm, but there is nothing wrong with a brew with lunch, because you know...#Startuplife. This perk is for Spark members, if you have a guest who would like to partake, please have a Spark Staffer check their ID to confirm they are of age. This does not apply to groups of guests. When the kegs are locked, please do not attempt to lockpick, remove, or destroy the locks. Smoking and the use of e-cigarettes/vapes or illegal substances are not permitted on site. Failure to adhere the following guidelines will result in a written warning, and can result in termination of membership.

We do not tolerate:

- Intoxication
- Removal of alcohol from the Spark workspace
- Partaking in or encouraging underage drinking

Guest, Non-Member & Swipe Card Policy

We welcome and encourage Spark members to invite guests for a meetings, to show off the office digs, or just to say hello. Guests visiting the Spark workspace are considered non-members, and non-members are defined as: *Individuals within the workspace who have not signed a membership agreement and/or are not listed on the official member list.* If your guest is going to be at Spark for more than your scheduled meeting and plan to work in the space, we ask that they pay for a day pass. Guests are expected to adhere this Code of Conduct. Members are responsible for their guest(s) and are required to be on site with them for the duration of their visit. If you have an off-site team member or intern who plans to visit frequently, you can add them to our "Authorized Guests" list we give to security. At no time is a Spark member allowed to give their access cards or office keys to non-member, or swipe in people who are not members of Spark. Failure to follow this guideline can result in termination of membership. If you plan to have 5 or more guests in the space after hours or would like to host an event, please let a staff member know so we can inform building security and plan accordingly.

Workspace & Common Area Cleanliness

We pride ourselves in providing and maintaining a quality workspace for our community, and we expect the same from our member's workspaces and offices. Personal work areas, as well as common areas such as our meeting rooms, kitchen, and lounges are expected to be kept clean and presentable. This means cleaning up after yourself and your guests at your desk or office area, as well as the common lounge and kitchen area - we are all adults. We provide a dishwasher for our members, but - surprise - we do not provide maid Service. When you are done with your glassware, place them in the dishwasher. It takes 4.2 seconds to put a glass in the dishwasher. Trust us...we've timed it. Please remember to bring used glassware back to the kitchen when you have finished. We have many members in our community who utilize our meeting rooms, if you have booked a meeting room, please leave the space in the same condition as you found it in for the next member to use. Cleaning fees can be applied to your account if our staff is required to clean up after you or your guests.

Personal Noise Level

We are all trying to get work done, so try to be mindful and respectful of others' attention and time. We follow the "Wired-In" rule of thumb: if someone has their headphones on, please don't disturb them. Spark is not a library, and collaboration is encouraged, but this is a workplace - and proper etiquette in regard to phone call volume and noise level is expected. If you need to be on a lengthy phone call, please utilize a phonebooth or meeting room.

Overnight Use of Space

We understand that members may need to pull an all-nighter every now and again. However, under no circumstances is sleeping at the space overnight allowed. Yes...Naps are totally cool and awesome!

Photography/Video/Audio Recording on Site

Planning on taking headshots, shooting a video or audio recording in the Spark workspace? Members must ask permission from Spark Staff prior to setting up an interview or engaging in video or audio shoot. We respect our member's privacy, please continue this respect.

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Spark St. Louis' Code of Conduct is a living document that will be reviewed and updated as necessary and on a quarterly basis. If you believe any of the conduct codes outlined above are not being met, please contact a Spark Manager at info@spark-stl.com