

Noise Management Policy (Draft 9/21/07)

Because our offices are cubicles rather than private offices, we acknowledge the need to control noise levels to maximize our productivity and minimize conflict. Furthermore, we need to control noise levels in the hallways to minimize disturbance of events in our classrooms and meeting rooms. Therefore, we are adopting the following policies:

1. We will keep conversations in cubicle areas and hallways quiet.
2. When people come to our cubicles to talk with us for more than a few minutes, we will move to a meeting room or the kitchen.
3. When we listen to music, radios or other recorded sound, we will use headphones.
4. We will keep personal calls short and quiet.
5. When we listen to voice mail, we will use telephone handsets.
6. We will use the meeting rooms for conference calls or Wislines. (Note: the conference telephones can be used in any meeting room by plugging the proper telephone line into the appropriate jack in the wiring closet. See Carolyn for more information.)
7. When we are at the office, we will set our cell phones on a less intrusive ring setting such as "one-ring" or vibrate.