

Graduate Student Workspace Standards

Purpose

Queen's Department of Electrical and Computer Engineering is a shared workspace, and we must meet a standard of conduct that will lead to a productive and inclusive environment. . . The Graduate Workspace Standards Agreement provides a common starting place for expectations in the graduate student work and social spaces in the Department of Electrical and Computer Engineering. The Workspace Standards are intended to encourage students to be respectful of others in an inclusive, fun and productive atmosphere.

Expectations

- Maintain an environment free of racism, sexual harassment, harassment based on religion, disability, and sexual orientation, gender or gender presentation.
- Do not use violent or offensive language. This includes, but is not limited to: the telling of sexist, racist or homophobic jokes and stories, and the use of gendered, racist or culturally insensitive language.
- Be respectful of other students and staff in the workspaces such as offices and laboratories as well as common areas like hallways and lunch rooms.
- The common workspace cubical areas and the labs are restricted areas. Sharing of key fobs or granting entry to unauthorized personnel is prohibited. Occupants are accountable for the conduct of their guests and for people whom they admit into the area.
- Cubical and filing cabinets are allocated to specific student and visitors. Unauthorized switching of workspaces or filing cabinets is prohibited.
- Individual workspaces (cubical and carrels) in the graduate common workspaces are private and should not be treated as common spaces.
- Common workspaces should be quiet for working. Be aware that high sound levels coming from your workspaces may disturb others
 - Limit personal calls
 - Skype calls, conference calls, group meetings and activities which are disruptive to other occupants should be done in one of the meeting rooms available on each floor.
 - Do not socialize or talk excessively in common workspaces.
 - Bring your key fobs. Do not disturb people who are working by knocking on the doors.
- Avoid the use of scented products
 - Individuals in common workspaces, hallways, offices, etc. should be aware that others will have different levels of tolerance to scents. There are occupants in Walter Light Hall who have scent allergies. Please do not use scented perfumes, deodorants, sprays, etc. on your person or in Walter Light Hall.
 - Remove any garbage that could create an odor to the hall garbage bins.
- Clean up after yourself in the common workspaces, cubicles, labs, lunchrooms and washrooms.
 - Cleaning supplies will be provided in the lunchroom. Please make it your responsibility to use those cleaning products to clean up after yourself.
 - Dispose of any food waste in the receptacles located outside of the lab/cubical spaces.

- Preparation of food and the use of microwaves, refrigerators or kettles are not permitted in the cubical and lab spaces.
 - Please take the activities to the 3rd floor lunchroom.
- Ongoing experiments and equipment in the shared lab space must be respected. Clean/clear your work space at the end of each day. When experiments are done, clean up your workspace.

Issues of verbal, physical or emotional abuse and discrimination can be brought to the attention of the Department through the Graduate Coordinator, or the [SGPS' Student Advisors](#).

Complaints can be filed through the [Human Rights Office](#) or [Campus Security and Emergency Services](#)

Applicable policies:

- [Student Code of Conduct](#)
- [Harassment/Discrimination Complaint Policy and Procedure](#)

By signing this document, students are expected to abide by the Workspace Standards. If these expectations are not met, it is the right of other students to remind their peers about the Workspace Standards and / or bring the matter to the attention of the Chair of Graduate Studies through the Graduate Administrative Assistant.

Please remember that your access to the office space, laboratory space and other common areas in our building is a privilege, not a right. Failure to comply with Workspace Standards could result in loss of access to these spaces. Use of facilities, equipment, supplies or resources contrary to the above express instructions, or misuse and/or abuse of the same, may be considered a violation of the [Student Code of Conduct](#). Please note that violations of the Student Code of Conduct may be reported for referral to the Non-Academic Misconduct Intake Office.