LUNCHROOM ETIQUETTE POLICY

<Organization Name> is committed to creating a positive and respectful work environment for all employees. We recognize the importance of lunch breaks as a time to recharge, refuel, and connect with colleagues. To ensure that our lunchroom facilities promote a positive atmosphere, we have developed a Lunchroom Etiquette Policy that outlines the behaviour expected of employees when using these facilities.

POLICY

The purpose of this policy is to establish guidelines for appropriate lunchroom behavior to promote a positive and respectful environment for all employees. This policy applies to all employees, visitors, and contractors who use the lunchroom facilities on company premises.

Therefore, employees are expected to practice the following:

Respect for Others in the Lunchroom

<Organization Name> expects all those using the lunchroom facilities to demonstrate respect for others in the organization. This means respecting the personal space and belongings of others, and refraining from loud or disruptive behaviour that interferes with others' ability to eat, relax, or work. Employees are to be mindful of their surroundings and to conduct themselves in a manner that is respectful to all.

Cleaning Up

Employees are expected to clean up after themselves in the lunchroom. Employees are expected to clean up their own mess and dispose of their food waste in the designated bins. Leaving dirty dishes or spilled food on tables, chairs, or floors is not acceptable. Employees are not to leave jars uncovered, and there should be no tea bags or coffee grounds left on the tables, on the sink, and/or on the floor. Employees must help maintain a clean and hygienic environment by being responsible for their own mess.

Additionally, food should not be taken from the lunchroom for consumption at workstations or other areas. We want to ensure that all employees have an enjoyable and comfortable lunch break, and this includes being mindful of others' preferences.

Sharing Seats/Spaces

Employees are discouraged from saving seats for others or monopolizing tables or chairs. Employees should be willing to share space with others and sit in a way that allows others to join them. By sharing space, employees can promote a sense of community in the lunchroom and foster positive relationships with colleagues.

Storing Food in the Refrigerator

Employees should store only their own food in the refrigerator and may not take or use others' food or drinks without permission. All food and drinks in the refrigerator must be clearly labelled with the owner's name and the date it was placed in the refrigerator. Employees should also be mindful of the amount of space their food and drinks take up in the refrigerator, and not overcrowd or block others' items.

The organization will appoint an employee to clean out the refrigerator; if there are containers in the refrigerator without dates or names, they will be discarded.

Caring for the Environment

We encourage employees to be respectful of the environment. This means being mindful of the environmental impact of their lunch choices and striving to reduce waste by using reusable containers, utensils, and cups. By reducing waste, employees can contribute to a more sustainable workplace and a healthier planet.

**Compliance**

To ensure compliance with this policy, employees who violate it will be subject to disciplinary action, up to and including termination of employment. Any employee who observes inappropriate behaviour in the lunchroom should report it to their supervisor or HR representative.