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FARMER 4.0

COWORKING GUIDELINES

Planning of Coworking Arrangements

FARMER 4.0 Project Partners

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Coworking Space Etiquette - <https://www.coworkingresources.org/blog/coworking-space-etiquette>

Five Etiquette Coworking Rules that are Not Written But Must be Observed - <https://www.coworker.com/mag/five-etiquette-coworking-rules-that-are-not-written-but-must-be-observed>

<https://unsplash.com/>

1. WHY THE COWORKING?



Source: Mika Baumeister, Unsplash.com

The coworking industry is currently growing as more people search for a place where they can work—without being at home, in a coffee shop, or shelling out rent on an office space.

Coworking is attracting independent professionals and startups for a number of reasons: Shared spaces are cheaper than traditional offices, usually offer better amenities and provide a better opportunities for social interaction.

Coworking spaces have numerous benefits for members, such as a lack of household distractions, improved productivity, socialization, networking, flexibility, and amenities (like free coffee and fast internet). Compared to working from home, coworking spaces foster productivity and allow workers to connect with each other.

2. COWORKING SPACE ETIQUETTE

Normally a shared workspace relies on a code of conduct, which can be either understood or clearly laid out.

The most common expectations in coworking spaces are simple, but they really do help keep everyone happy.

2.1 RESPECT BOUNDARIES

Both on the physical and emotional level, you should be mindful of other people's space. For example, make sure that you're allowing enough room for other people in communal spaces, especially when you have a bunch of items with you. If you see someone wearing headphones or immersed in their work, don't distract them for no reason.

Avoid touching, eating, and using anything that is not yours. If it can't be helped, ask the owners permission to borrow



Source: Dylan Gillis, Unsplash.com

first before using something. And then ALWAYS remember to give it back. If by instance it is a pen or any office supply you are borrowing, make sure that you will have your own of such items to avoid repeated borrowing.

2.2 KEEP NOISE DOWN

This rule is applicable anywhere your feet have taken you, and most especially in a coworking space.

If you need to make a phone call, use a phone booth, step into the hallway or take a walk. During group or team work, remember to keep noise to a respectful level because other people are using the same space for individual work.

If you think your getting passionate about the topic you are having with someone at the other end of the line, find a better place to have the

conversation. Or better yet, step out of the office for a while to avoid disturbing the peace and concentration of others.

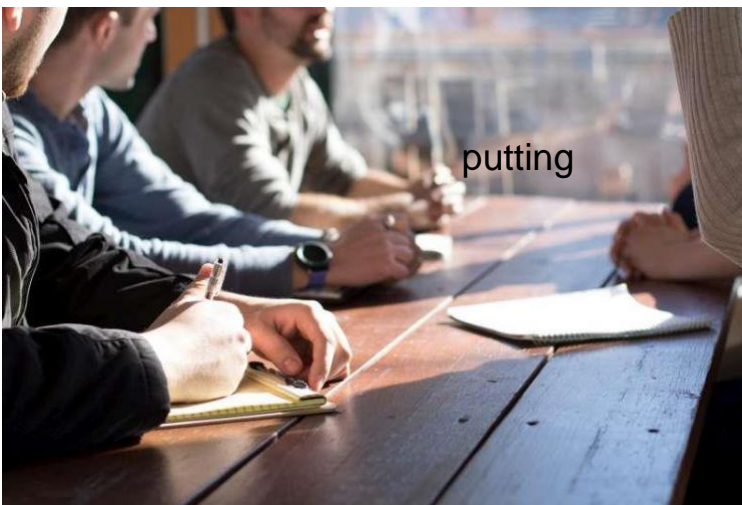
Use headphones to play music instead of blaring it from speakers. Everyone understands that some level of background noise is acceptable in coworking spaces, but be reasonable about the amount of noise you create.

Avoid slamming doors or anything, whether you're having a bad day or just being yourself. Just do everything in a leveled volume.

2.3 CLEAN UP AFTER YOURSELF

Because workers come and go throughout the day, you should make sure to keep your workstation clean and tidy.

Eraser shavings and mess as small as dust should be kept away. Do not just let your laptop and other gadget wires get in the way of other people's desks too. Organize your things to avoid them cluttering all over the place and going over your neighbors' desks. Containing you (food) smell must



also be observed. Since appliances are shared in coworking spaces, avoid in smelly food like durian inside.

Source: Dylan Gillis, Unsplash.com

Also, avoid eating in areas of work. No matter how hungry you are, eat and drink at the designated dining areas. It is the safest way to avoid

offending anyone with the smell of your food and the sounds you may make while eating. Additionally, it also keeps you from dropping food crumbs and spillage all over the place.

2.4 WATCH YOUR TONGUE

A coworking space is open to anyone from anywhere. It is a place free of any kind of discrimination, which makes it appealing in Singapore where there is a vast diversity of people. In line with this, being mindful of other people's cultural and religious backgrounds, and race are important.

2.5 BE FRIENDLY

Don't sulk and don't be grumpy. Being friendly will also help you expand your network and meet new people business contacts. Coworking spaces are very ideal for collaboration, business networking, and growth, which is why it has been making waves in the business community. You can make use of such rich opportunities if you know how to blend in with the different professionals in the coworking space. Just politeness and mindfulness can take you a long way.

2.6 USE COMMON SENSE

As a general rule, treat the space like you'd want it to be treated. This means eating only in designated areas, brushing up on the visitor policy and smoking outside. And while this should go without saying, avoid discriminatory behavior and harassment toward your fellow freelancers—it's their space, too.



Source: Vladimir Proskurovskiy, Unsplash.com

3. FARMER 4.0 REQUIREMENTS

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|-------------------------------------|--|
| Eligibility | Farmers and experts that have followed Farmer 4.0 training path, the simulator and the Job Shadowing period, passing the assessment tests |
| Duration | The duration of the coworking is to be agreed with the owner of the coworking space. It may be done on a full time, continuous basis or during dedicated working hours. Planned leave of the coworkers should be taken into consideration when planning the schedule |
| Learning objectives | Skills transfer between "traditional" farmers, technologists, researchers and agricultural entrepreneurs of the digital age |
| Agreement of confidentiality | During coworking, coworkers will be exposed to and be able to access information that may be confidential and/or legally privileged. Coworkers are expected to respect the level of confidentiality |
| Prerequisites | To have done the Farmer 4.0 Initial assessment To have followed with success the suggested training path To have worked with success with the Farmer 4.0 simulator To have done a Job Shadowing period |



Source: Alexandre Debieve, Unsplash.com

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<https://www.farmer4.eu/>

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