Work246 Coworking
Code of Conduct and House Rules

Member responsibilities and shared workspace standards

Issued by Work246, a brand of Skillset Squad Private Limited
Version 1.1 | Revised 22 October 2026

Work246 is a shared professional workspace. Work areas must remain suitable for work, alongside considerate use of shared facilities and reasonable breaks. Everyone must help maintain a clean, safe and respectful environment. These rules explain member responsibilities, normal shared activity and how concerns and breaches will be handled.

Essential daily rules

- **Leave every washroom ready for the next person.** Flush, dispose of waste correctly, wipe routine splashes and report faults or unsafe contamination.
- **Use headphones for personal audio.** Music, videos, reels and games must not play through personal speakers in shared working areas.
- **Keep voices and calls controlled.** Normal office activity is expected in open seating; avoidable disturbance must be reduced. Keep device alerts silent or low.
- **Use the PS5 responsibly.** Keep it in the designated area, control voices, follow the posted schedule and share turns fairly.
- **Clean up after yourself.** Clear desks, tables, cups, food and rubbish. Housekeeping does not replace personal responsibility.
- **Respect people and their work.** No harassment, intimidation, discrimination, abusive conduct, unwanted contact or retaliation.
- **Respect bookings and access limits.** Use only your permitted seats, rooms, hours and services; register and supervise visitors.
- **Protect privacy and property.** Ask before using others' belongings or recording anyone. Never photograph or record inside washrooms.
- **Keep the premises safe.** Leave exits clear, report hazards and follow emergency instructions promptly.
- **Raise concerns with the team.** Do not argue, publicly shame people or interfere with another person's equipment.

Scope and effective date

These standards apply to members, their employees, day-pass users, guests, contractors, Work246 staff and management. Each organisation must brief its users and visitors. The policy takes effect on the date notified with its issue, subject to the notice requirements in section 17. The membership or booking agreement governs individual commercial entitlements; these rules supplement that agreement and remain subject to applicable law.

1 Membership access and visitors

- **Use authorised access only.** Complete the required registration and identity checks, keep your details current and enter only the locations and areas covered by your membership or booking.
- **Observe your agreed access hours.** Access, staffing, air conditioning and individual amenities may have different schedules. Follow the schedule communicated for your plan; extended access does not automatically include staffed services throughout the night.
- **Keep credentials personal.** Do not share access cards, keys, PINs, accounts or Wi-Fi credentials outside their authorised users. Report lost credentials immediately and do not let unregistered people follow you through controlled doors.
- **Register and host visitors.** Obtain the approval required by your plan and complete check-in. Accompany guests, keep them within approved meeting or waiting areas, and remain responsible for their conduct. They must leave when their visit ends.
- **Do not bypass capacity or charges.** A visitor cannot use an unbooked desk, occupy a cabin as an extra worker, or turn a short visit into regular workspace use. Extra users and guest entitlements follow the agreed plan and disclosed rates.
- **Plan unusual visits in advance.** Group visits, events, children, pets and external service providers need prior arrangements with management. Children must remain supervised. Discuss assistance animals or other access needs privately so suitable arrangements can be made.

2 Workstations cabins and bookings

- **Respect allocation.** Use your assigned desk or cabin, or the available seats permitted by your hot-desk plan. Do not occupy someone else's space, reserve extra chairs with belongings, or resell or transfer access without written approval.
- **Clear hot desks after use.** Remove belongings, cups and waste at the end of each visit. Do not reserve hot desks overnight. Ask staff to deal with unattended items; do not move another person's belongings yourself. Dedicated-desk storage follows your plan.
- **Keep shared areas usable.** Store bags and cables safely and keep passages clear. Do not move furniture or equipment without permission, or use lounges for prolonged group meetings that prevent others from sharing them.
- **Book before using enclosed rooms.** Meeting rooms, studios and other bookable facilities require a confirmed reservation unless expressly included and available under your plan. An empty room is not automatically available for free use.
- **Respect capacity and time.** Count every attendee within the displayed room capacity. Include setup and pack-up in your booking; the next confirmed booking takes priority. Extensions require approval. Charges follow the disclosed booking terms.
- **Release unused reservations.** Cancel rooms you no longer need promptly. Repeated unused bookings or back-to-back reservations that unfairly monopolise shared facilities may be addressed under the published booking and fair-use rules.
- **Reset the space.** Remove waste and personal items, erase your whiteboard notes, log out of shared screens and restore the room before leaving. Do not erase another current booking's material.
- **Allow necessary servicing.** Cooperate with notified cleaning, maintenance and inspections. Management will respect cabin privacy and give notice for routine access; urgent safety or emergency access may need to happen immediately.

3 Noise calls and open seating

Open seating is a shared professional workspace. Normal low-volume conversation, movement and office sounds are expected; complete silence and acoustic privacy are not guaranteed. All activity must remain compatible with nearby work. Approved recreation may operate in its designated area under the same disturbance standard. Any expressly agreed quiet-area entitlement continues to apply.

Area or activity	Required standard
Open workstations	Keep conversation brief and at a normal, low speaking level. Move prolonged, loud or group discussions to a suitable approved area.
Calls and online meetings	Use a headset and a low speaking voice; no speakerphone. Take sustained or loud calls to a designated call area or booked room. Keep ringtones and notifications silent, on vibration or low.
Personal audio	Use headphones for music, videos, voice notes and other media, without sound leaking into neighbouring seats. No phone, laptop or portable-speaker playback in shared working areas.
Quiet areas and enclosed rooms	Follow the displayed designation. Quiet areas, where provided, allow no calls or entertainment audio. Enclosed rooms still require controlled volume.

If you need greater quiet or confidentiality, ask the team about available seating or enclosed spaces and any booking charges. Work246 must still address breaches of the noise rules in every plan. Do not move noisy calls into washrooms, stairways or corridors used by others.

The same rules apply to everyone. Requesting quiet does not excuse playing music aloud, and an earlier breach does not invalidate a genuine complaint. Respond courteously to requests to reduce sound and make a reasonable immediate adjustment. Staff will assess the actual disturbance and resolve disagreements.

4 PS5 gaming and recreation

The PS5 is an approved break facility. **Work takes priority at adjacent workstations.** Its presence alone is not a rule breach; its use must not materially disturb work. Management may change timing, seating arrangements or pause play to resolve an actual disturbance.

- **Use the designated area and schedule.** Follow the posted hours and session limits. Share turns fairly and keep spectators within the recreation area; do not occupy neighbouring workstations or block access.
- **Control sound.** Use headphones for game audio where supported; otherwise keep external audio muted. Speak at a reasonable level. Shouting, repeated loud celebrations, abusive language and disruptive spectator gatherings are not permitted.
- **Protect the equipment.** Keep food and drinks away, use clean hands and return controllers and accessories. Do not install games, make purchases, alter accounts or settings, or connect accessories without approval. Log out of personal accounts.
- **Keep recreation appropriate.** No betting, wagering, unsafe play or inappropriate content in common view. Follow staff directions to reduce sound or pause play. Do not switch off others' equipment yourself.

5 Washroom and personal hygiene

Leave the toilet, seat, basin and surrounding area clean and usable for the next person. Housekeeping provides routine cleaning; each user remains responsible for avoidable mess caused during their visit.

- **Flush and check before leaving.** Do not leave waste in the toilet or on the seat. Use fixtures as intended; do not stand on toilet seats or misuse the hand spray.
- **Remove routine splashes safely.** Use the materials provided to wipe water from the seat or counter. Avoid soaking the floor; do not leave a slippery surface without warning the team.
- **Use the correct bin.** Wrap sanitary waste and place it in the designated covered bin. Do not flush sanitary products, wet wipes, paper towels, packaging, food or other items likely to block plumbing.
- **Keep the area clear.** Do not leave tissues, bottles, food, cups, clothing or rubbish on floors or counters. Do not use washrooms for eating, dishwashing, calls or avoidable extended occupation.
- **Wash hands and close taps.** Use soap after toilet use, leave taps off and report missing soap, tissue, water, overflowing bins, leaks or blocked fixtures immediately.
- **Report unsafe contamination.** Do not handle bodily fluids, sharps, chemicals or other hazardous waste yourself. Inform staff, avoid the affected fixture and allow trained cleaning or maintenance staff to make it safe.
- **Respect dignity.** No cameras, photographs, videos or audio recordings inside washrooms. Report concerns privately. A medical or accessibility need should be discussed discreetly, without public accusations or humiliation.

6 Pantry food and waste

- **Eat in the designated area.** Keep meals and strong-smelling food out of shared workstations and rooms unless expressly permitted. Keep drinks stable and away from electronics.
- **Clean after use.** Clear crumbs and spills, wipe tables and counters, and wash your utensils or place them in the designated collection point. Do not leave dirty cups and plates on desks or in sinks.
- **Protect shared supplies.** Tea, coffee, water and pantry items are for the users and quantities covered by the plan. Do not stockpile, remove bulk supplies, or take another person's food or utensils.
- **Store food responsibly.** Label refrigerated items with your name and date; remove them before they spoil. Follow the posted refrigerator-clearance schedule. Staff may remove leaking or spoiled items promptly for hygiene.
- **Use appliances safely.** Follow instructions, supervise heating, use suitable containers and report faults. Do not pour food, oil or solids into sinks or bring cooking appliances without approval.
- **Dispose of waste correctly.** Use the labelled waste streams and do not overfill bins. Report full bins or pests. Maintain personal hygiene, avoid feet on furniture and address strong odours or fragrances considerately.

7 Respectful and professional conduct

Treat members, visitors, cleaners, security personnel and all Work246 staff with courtesy. Payment for a membership does not give anyone authority over another member or permission to mistreat service staff.

- **No harassment or discrimination.** Bullying, sexual harassment, stalking, threats, intimidation, discriminatory remarks, repeated unwanted contact and retaliation are prohibited.
- **Respect personal boundaries.** Do not touch another person, their belongings or their workspace without permission. Stop personal, romantic, sales or other approaches when the person declines or disengages.
- **Keep shared content appropriate.** Do not display sexually explicit, hateful, threatening or otherwise clearly inappropriate material where others can see or hear it. Avoid aggressive arguments and disruptive language.
- **Work honestly.** Do not use the premises for fraud, unlawful activity, impersonation or misleading claims about your relationship with Work246 or other members.
- **Network by consent.** Do not pressure members to buy, join schemes, donate, participate in campaigning or share contacts. Community groups must follow their stated purpose; no repeated unsolicited messages.
- **Respect work and ownership.** Do not read private screens or documents, take supplies, copy work, interrupt repeatedly or use someone's name, company, logo or reputation without authorisation.
- **Cooperate with staff.** Follow reasonable instructions that implement these rules. Ask for a manager when there is a disagreement; do not shout at, threaten or obstruct the person handling the issue.

8 Privacy recording and confidentiality

- **Protect confidential work.** Shared seating is not acoustically private. Use appropriate spaces for sensitive calls; lock your screen when away and collect printed documents promptly.
- **Obtain permission before recording.** Photography, filming, livestreams and commercial shoots in common areas need management approval and the consent of identifiable participants. Permission to use a room does not authorise recording unrelated members.
- **Do not capture others' information.** Keep screens, documents, conversations, access codes and personal details out of recordings. Never publish a complaint video or image identifying a member without an appropriate lawful basis.
- **Respect incident privacy.** Provide any necessary evidence directly to management through a private channel. Do not circulate CCTV clips, personal accusations or member details in group chats or on public noticeboards.
- **Protect access and records.** Do not seek access to another member's attendance, booking, identity or contact records. Do not add people to marketing lists or groups without their permission.
- **Use surveillance responsibly.** Any Work246 security cameras must be notified and limited to appropriate areas. Cameras are prohibited in washrooms and changing areas. Access to footage is restricted to authorised handling of legitimate security or legal needs.

9 Internet and digital security

- **Use the network lawfully.** No unauthorised access, scanning of other users' devices, interception, malware, spam, piracy or disruption of systems. Authorised security testing requires prior written scope and approval.
- **Protect your devices.** Keep software updated and accounts secure. Do not leave shared devices signed in or store passwords on them. Staff may disconnect a device posing a network-security risk, explain the reason and restore access once the risk is resolved.
- **Share bandwidth fairly.** Avoid activities that materially congest the connection. Sustained heavy transfers, server hosting, mining workloads or specialist network needs require advance discussion; staff may apply proportionate fair-use controls.
- **Do not alter infrastructure.** Do not reset routers, unplug networking equipment, add unauthorised access points or run cables across walkways. Report connection or security problems to the team.
- **Plan critical work sensibly.** Internet and power service commitments follow your agreement. Ask about suitability before relying on a connection for a critical event; notify staff promptly when a service fails.

10 Shared equipment facilities and comfort

- **Use equipment as instructed.** Printers, screens, furniture, chargers and other shared assets must remain onsite unless authorised. Ask for help before operating unfamiliar equipment.
- **Report faults and damage promptly.** Stop using unsafe equipment. Do not attempt repairs, open equipment, conceal damage or ask unapproved contractors to work on the premises.
- **Seek approval for changes.** Do not drill, paint, stick permanent materials, install locks, alter wiring or change the layout. Personal electrical appliances and high-load devices require prior approval.
- **Respect common comfort settings.** Ask staff about air conditioning, lighting, blinds and ventilation. Do not repeatedly override shared controls or direct airflow onto another workstation without agreement.
- **Use resources responsibly.** Turn off personal equipment safely when leaving. Do not switch off common power, internet, access systems or equipment belonging to others.
- **Raise individual needs privately.** Members may request reasonable arrangements for disability, health, sensory or accessibility needs. Management will discuss practical options without public disclosure of medical information.

11 Events promotions and business use

- **Get approval in advance.** Workshops, parties, promotional stands, large gatherings, external catering and shoots require an approved space, timing, capacity and cleanup arrangements.
- **Keep neighbouring work protected.** Event permission does not remove the noise, safety, privacy or visitor rules. Management will communicate activities that may materially affect members.
- **Use branding and addresses correctly.** Business-address use, signage, registrations, mail handling and promotional use of Work246's name or logo require the relevant written entitlement or permission. Membership does not imply endorsement.

12 Safety health and emergencies

- **Know how to leave safely.** Familiarise yourself with the nearest exits, evacuation route and designated assembly point. Keep doors, corridors, stairs, fire equipment and electrical panels unobstructed.
- **Follow emergency instructions immediately.** Stop work, evacuate by the instructed route and assist only where safe. Do not use lifts during a fire evacuation or re-enter until authorised.
- **Report danger promptly.** Alert onsite staff or building security about fire, smoke, exposed wiring, threats, injuries, unsafe contamination or suspicious activity. Contact emergency services when immediate help is needed; do not wait for an email response.
- **No smoking or vaping indoors.** Smoking, vaping, tobacco chewing, spitting, open flames and incense are prohibited inside the workspace, washrooms and other prohibited building areas. Use only permitted outdoor smoking locations.
- **Keep prohibited items out.** Do not bring weapons, illegal substances, explosives, hazardous chemicals or other dangerous materials. Alcohol is allowed only for an expressly approved event in an approved area; intoxication or unsafe conduct is prohibited.
- **Use electricity safely.** Do not overload sockets, daisy-chain extensions, leave heating devices unattended or charge damaged batteries. Use approved chargers and report hot plugs, sparks or damaged cables.
- **Do not tamper with protection.** Alarms, extinguishers, access controls, emergency lighting and security equipment must not be disabled, covered, moved or used as props.
- **Protect shared health.** Cover coughs, wash hands and avoid exposing others to an apparent contagious illness. Follow relevant public-health directions and discuss temporary arrangements where illness affects safe use of the space.
- **Use the premises for their intended purpose.** No residential use, overnight sleeping, bathing outside any designated facility, or storage of bulky or hazardous stock. Authorised overnight work is separate from residential use.

13 Personal property deliveries and parking

- **Look after valuables.** Keep belongings secure and use only storage included or authorised under your plan. Do not leave valuables unattended or assume reception provides custody or insurance.
- **Report lost and found items.** Hand found property to staff and identify your own lost property accurately. Collection, storage and disposal will follow a communicated process with reasonable notice where practicable.
- **Arrange deliveries.** Couriers must stop at reception unless staff authorise and supervise further access. Mail and package acceptance follows your agreed service. Collect promptly; obtain approval before sending unusually large, valuable or perishable items. Hazardous goods are prohibited.
- **Respect building rules.** Parking is available only where included or separately authorised. Park in the permitted space and do not block entrances, accessible bays, loading areas or another vehicle.
- **Cooperate with security.** Follow lawful building checks and instructions. Membership does not authorise entry to unrelated offices, restricted plant rooms, roofs or other controlled areas.

14 Fees deposits damage and departure

Fees, due dates, taxes, deposits, lock-in periods, notice, renewals, cancellation and refunds follow the member's written agreement or the terms accepted for the particular booking. This handbook does not introduce a new price, fixed monetary fine or automatic deposit forfeiture.

- **Pay through approved channels.** Use the payment details provided by Work246 and retain the receipt. Do not make unofficial payments or assume a verbal arrangement changes an invoice.
- **Stay within the purchased entitlement.** Extra seats, guests, meeting time, printing, storage, events and other paid services must be approved and charged at the applicable rate disclosed before use.
- **Raise billing issues promptly.** Send the invoice or transaction reference and reason for the dispute to billing support. Non-payment remedies and any late charges follow the agreement and applicable law.
- **Take responsibility for attributable damage.** Where reliable evidence establishes misuse or negligence by a member or their guest, Work246 may seek reasonable, documented restoration costs under the agreement and applicable law. Normal wear, pre-existing damage and unrelated faults are not member damage.
- **Extra cleaning must be justified.** Recovery for extraordinary cleaning must be permitted by the agreement and applicable law, relate to an identifiable incident beyond routine housekeeping, and be supported by an itemised cost and explanation. No collective charge applies merely because the responsible person is unknown.
- **Allow review before recovery.** Members will receive the allegation, supporting basis and proposed charge, with a reasonable opportunity to respond. Deposit adjustments require a contractual and lawful basis; the balance must be settled under the agreed terms.
- **Complete handover.** Give the agreed notice, remove belongings, return credentials and equipment, settle established dues and provide any necessary address-change confirmations. Obtain a written account of the final settlement. A conduct complaint alone does not cancel refund rights.

15 Raising and resolving concerns

- **Report the facts.** Tell reception or the centre manager the location, approximate time, activity and impact. For a recurring issue, send a private written report with relevant details.
- **Stay calm.** A courteous request is acceptable when you feel safe, but do not argue, threaten, touch belongings, disconnect equipment or attempt to impose your own punishment.
- **Expect an assessment.** Staff will consider the circumstances and available evidence, hear relevant people, and distinguish normal shared activity from a breach. A complaint alone is not proof; staff will record material incidents and action taken.
- **Escalate sensitively.** Raise harassment, discrimination, safety or a complaint about a staff member with the manager or grievance channel. You need not confront the person concerned. Management will limit information to those who need it, subject to proper investigation and legal duties.
- **Use further review when needed.** Request written reasons and management review of a decision. Good-faith complaints, reviews and use of lawful grievance channels must not attract retaliation. Knowingly fabricated evidence or deliberate harassment may itself be investigated.

16 Breaches and corrective action

Work246 will apply these rules consistently to members, guests, staff and management. Action will reflect seriousness, impact, evidence, previous verified incidents and willingness to correct the issue. Several complaints about one event do not automatically establish several breaches. The stages below concern membership access; staff breaches follow applicable employment and internal disciplinary procedures.

Stage	Typical action and purpose
Immediate correction	For a minor first issue, staff explain the rule and ask for prompt correction, such as lowering a voice, using headphones or clearing personal litter.
Written warning	For repetition or a significant issue, management records the incident, the rule involved, the required change and the consequence of another verified breach.
Relevant restriction	Repeated misuse may lead to a defined, proportionate restriction, such as temporary loss of PS5 privileges, subject to the membership agreement. The scope and review date are stated.
Suspension or termination	Persistent or serious breaches may lead to access suspension or termination in accordance with the agreement and applicable law. Written reasons and financial settlement details are provided.

Immediate protective action. Credible threats, violence, serious harassment, theft, deliberate damage or an urgent safety risk may require separation, pausing an activity or temporary removal of access while facts are checked. This is not an automatic finding of guilt. Management must review the action promptly and give the affected person an opportunity to respond as soon as reasonably practicable.

Fair handling. Management may skip a routine warning for a serious incident, but must explain the reason. Restrictions must have a clear scope and review point. No public offender lists, forced handling of hazardous waste, humiliation, automatic collective punishment or arbitrary monetary fine is permitted. Nothing in this process restricts a person's lawful remedies.

17 Management standards and policy updates

- **Maintain the shared environment.** Arrange routine cleaning and washroom checks, replenish supplies, attend to reported faults and restrict unsafe areas until made safe. Member hygiene duties do not replace management's upkeep responsibilities.
- **Make expectations visible.** Explain work and recreation zones at onboarding; display recreation hours, service schedules, room capacities and emergency contacts. Preserve agreed quiet-area entitlements. Management-controlled activities follow the same noise standards.
- **Respond professionally.** Handle concerns discreetly, keep an appropriate incident record and explain decisions. Do not disclose a complainant's identity unnecessarily or promise absolute confidentiality that an investigation cannot maintain.
- **Give notice of material changes.** Issue material policy changes with an effective date and at least 14 days' advance notice by email or platform notification, or any longer period required by the agreement. Obtain agreement where a contractual change requires it.
- **Keep urgent directions proportionate.** Temporary safety or operational instructions may take effect promptly when needed. Explain their reason, scope and expected duration; they do not automatically change contracted fees, access entitlements or refund rights.

18 Member acknowledgement

I acknowledge receipt of the Work246 Coworking Code of Conduct and House Rules, Version 1.1. I have read the rules and agree to follow them from their notified effective date, alongside my membership or booking agreement and applicable law.

I understand that open seating includes normal shared activity and designated recreation, including the PS5 where provided. Work areas must remain suitable for work. Complete silence and acoustic privacy are not guaranteed. I must use headphones for personal audio, control noise, maintain hygiene and respect others' ability to work.

I will explain the relevant rules to my guests. If signing for an organisation, I confirm that I am authorised to acknowledge receipt for it and will circulate the policy to its workspace users. This acknowledgement does not create a personal guarantee of the organisation's debts or waive any statutory right.

Member name _____

Organisation name or Individual _____

Centre and desk or cabin identifier _____

Membership or booking reference _____

Registered email and contact number _____

Representative name and role _____

Signature _____

Date _____

Support and escalation

For immediate onsite issues, contact reception or the centre manager. For urgent danger, alert building security and emergency services without waiting for email support.

General support support@work246.com
Phone and WhatsApp +91 99922 26701
Billing billing@work246.com
Grievances grievance@work246.com
Privacy privacy@work246.com

Related policies

Terms and Conditions | Privacy Policy | Cancellation and Refund Policy