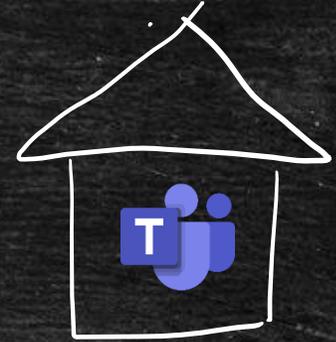


Our Teams "House Rules"



1. Be active & engaged
2. Contribute to an open dialog
(Primarily use conversations - not private chats)
3. Be kind & supportive

Our Teams House Rules

1. Be active and engaged

No one likes a “quiet and empty” house. Make sure to engage as much as possible. Encourage people to share by sharing yourself!

If you are used to email , you probably try to reduce email in order not to “spam” others. With Teams it’s totally different. Team members decide themselves what they want to "tune in to" so you can never “over-communicate”.

Seeing each other is important for our collaboration. Use video whenever possible. If you are sitting at home and you don’t want to show your ugly sofa – just blur the background!

2. Contribute to an open dialog

Use conversations for everything that could be of interest to others in the team - not private chats. The whole idea of Teams is that we want to create an open dialog. If you use group chats for your communication instead of the conversation window – you create silos within our team. In our "house" we want everyone to be able to listen in and join other people’s conversations – we don’t want people whispering behind closed doors.

Group chats are great for things that add no value to the ones outside that chat. For instance, “Stuck in the metro” “Running late” – “Lunch anyone?”

3. Be kind and supportive

This is a no-brainer but still good to have as one of our house rules. In Teams, you have so many ways to show your support using – reactions, GIFs, stickers, Memes, and much more. Know your team members and use these different ways of communication wisely. For instance, some people might be totally ok with getting a heart emoji from their colleague or manager, whereas others might feel uncomfortable. When in doubt - stick with the thumbs up!