

## Initiatives to reduce noise/disturbance/nuisance in offices and corridors

The Department's APV shows that many employees are disturbed by noise during the workday. Therefore, LAMU has prepared proposals on how to reduce noise and has decided that the occupational health and safety groups in the sections and in the secretariate will pass on the initiatives to reduce noise.

LAMU has decided that the topic should be mentioned every six months at sections meetings with continuous follow-ups so that new employees and students are informed about the Department's workplace culture.

LAMU also encourages internal agreements to be made in offices regarding noise, disturbance, and nuisance. The proposal overview to reduce noise, disturbance and nuisance should be seen as an inspiration for local initiatives/policies.

### Noise in the office

- Make local office rules
- Let the workflows determine the location of the employee at the window or door in multi-room offices.
- Use noise cancelling headphones when you need silence
- Create options in the form of quiet rooms, meeting rooms and project rooms
- Find a meeting room for your online meeting or work at home
- Put your mobile phone on silent or "one-time-ring"
- Make it acceptable to comment on each other's behavior
- Openly discuss pros and cons
- When you need to talk to a colleague/student, close the door
- For multi-room offices, go to the meeting room
- Use a mobile phone headset and remember to speak quietly or use a meeting room or if possible, go outside
- Eat lunch in the lunchroom/canteen so you don't disturb the office
- Ventilate during breaks so that outside noise disturbs you as little as possible when in the office

### Noise in the hallway

- Speak quietly and stand close to the person you are talking to
- Go, if necessary, in the lunch room or meeting room
- Close the office door when having (online) meetings (the noise may disturb other offices)
- Limit unnecessary passage through corridors with many offices
- Indicate that we are challenged by noise in the hallway and encourage to speak quietly when passing
- Check whether access doors can be closed more silently with a silent door stop.

## Inspiration for a good workplace culture

- It is okay to ask others to be quiet if disturbing – do it kindly and respectfully
- Help each other to draw attention to high-pitched voices
- Try to find a way to signal that you do not want to be disturbed (signs, flags, etc.) – and practice it consistently so that it retains its effect
- When asked to be quiet, don't take it personally
- Go to the person you need to talk to
- If you want help from a colleague, check if they are busy before calling. Send an email with the text "I notice that you are busy, so I didn't want to disturb you. When you have the time, could you..."
- Avoid meetings around your desk – go to a meeting room or common area instead
- To the extent possible, avoid sharing your privacy with the whole office with loud talk on the phone or across the desk
- Telephone conversations must take place at the lowest possible voice level
- As far as possible, make conversations on the mobile phone muted and do not use loudspeakers
- Avoid loud ringtones on the phone, and avoid similar ringtones on multiple phones
- Telephones should ring silently/buzz or have a low ring tone