

GREEN ITALICS = ADDITIONS
RED STRIKETHROUGH = DELETIONS



THE DASG ~~SENATE~~ LOUNGE OFFICE USE POLICY

The De Anza Student Government (DASG) Lounge is a dedicated space for DASG members to meet, work, and collaborate. This office usage policy outlines the guidelines and expectations for DASG members using the lounge. All members are expected to comply with this policy to ensure a safe and respectful workspace environment.

Office Access

1. *The primary function for the DASG Lounge is for it to be a collaborative workspace to be used for performing Student Government duties.* Guests may occupy the office only when DASG Senator(s) are also present.
2. The Executive Office is to remain unoccupied except when: an Executive Officer is present, supplies are being retrieved, or when a person has been invited by an Executive Officer to perform official duties. No guests may enter the Executive Office without approval from an Executive Officer.
3. Anyone who is not an Executive Officer *or Senator* may be asked to leave the ~~Executive Office~~ *DASG Lounge*.
4. Any item placed or posted in the Senate Office requires approval from an Executive Officer.

Office Hours

1. Senators must maintain office hours as specified by the DASG Bylaws.
2. *Office hours are to be conducted at the front entrance of the DASG Lounge during working hours before 6pm.*
3. ~~Two (2) unexcused missed office hours equals to one (1) unexcused absence.~~

Cleanliness *and Maintenance*

1. ~~Use lockers to store all personal items when not present.~~
2. *Do not leave any valuables in the lounge.*
3. ~~Return items to their original location/position after use.~~ *The lounge should be kept clean and tidy at all times. Return all equipment and supplies to original location after use.*
4. *Food and beverages are allowed in the lounge, but members are responsible for cleaning up after themselves. Do not leave food or drinks unattended.*
5. ~~Bicycles are not allowed anywhere inside the office.~~ *Do not ride bicycles, scooters, or wheels inside the lounge. Walk your wheels when applicable.*
6. Any foreign object in the DASG ~~Senate Office~~ *Lounge* will be placed in the DASG Lost and Found Box. Items in the DASG Lost and Found Box that have been there in excess of ~~thirty (30) days~~ *one (1) week/seven (7) days* will be turned in to the De Anza Campus Police Office.
7. Wash dishes immediately after use and dispose of any food and utensil waste *in the trash receptacles in the hall outside the DASG Lounge.*

Computer ~~Use~~ Usage

1. All computers must remain off or in stand-by mode when not in use.
2. All computers are to be shared among all DASG Senators. No DASG Senator shall claim that they have exclusive access to any computer.
3. Moderate personal use is allowed as long as DASG Senate business takes priority.
4. Do not have distracting and/or loud content when using the computers.
5. Do not leave personal and unnecessary files on the computers.
6. Do not change computer settings.
7. Guests may use computers with approval by a DASG Senator currently in the DASG ~~Senate Office~~ Lounge.
8. Computer passwords will be changed annually.

Professionalism ~~Professional~~ Conduct

- ~~1. Refrain from yelling in any location.~~
- ~~2. Always be respectful.~~
3. *Treat each other with respect and professionalism.*
4. *Harassment or discrimination of any kind will not be tolerated. This includes, and is not limited to, the use of derogatory slurs, insults, racism, sexism, homophobia, transphobia, ableism, ageism, classism and other discriminatory speech, and threats about inciting violence/self-harm.*
5. *Members should not engage in any activity that could be disruptive to other members or visitors. The lounge is to remain a silent workspace at any given time when Committees are meeting. Refrain from yelling in any location.*

Equipment and Supplies

1. Any member of the Senate may use any equipment in the office with priority of use going to persons performing official business. *Use all equipment and supplies in a responsible manner.*
2. Guests may use printers as long as it is for DASG Senate business.
3. Only current DASG Senators and Interns may use the kitchen equipment and cabinets (kitchen equipment refers to fridge, *coffee maker*, kettle, microwave, etc.)
4. Label food items with your name and date placed in the fridge. Food items left in the fridge for more than three (3) days will be disposed of.

Violations

1. An oral warning will be given for the first offense.
2. Further violation(s) will have disciplinary action taken by the Executive Advisory Committee.
3. If deemed necessary, a repeating violator may be banned from the DASG ~~Senate Office~~ Lounge.

By adhering to this office usage policy, we can create a safe and productive workspace environment for DASG members to collaborate and work together. All members are responsible for following this policy and reporting any concerns or violations to the DASG Executive Advisory Committee.

Adopted: 5/26/2010 Amended: 2/22/2023
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