



OFFICE ETIQUETTE GUIDE

Open office spaces are great. They work best when everyone is cooperative and considerate. So, do us a solid.



Check Before Chatting

We're definitely here to make work fun, but also to get things done. So, give people a heads up when you're in heads down mode. On the other end be sure to check before chatting and put a pin in that funny story, because we definitely want to hear it.



Respect The Closed Door

We're an open concept space, so be extra mindful when you see a closed door. Fools rush in, nice people slide a note under the door.



Use Your Inside Conference Voice

Conference and meeting spaces exist for reasons other than napping. You may get inspired and want a quick confab. Just confab away from others. It's the same with conference calls. Don't force everyone to participate.



Nooks For Nourishment

It's okay to eat at your desk, but we encourage taking a break to recharge and replenish. We have plenty of spaces to grab a bite and some good conversation before heading back to work.



Use Common Scents

We live in Austin and San Antonio, so of course, we're foodies. But we all know some food aromas are not as tempting as others. So, before you pop something into the microwave, use common sense with those scents.



Don't Let Grievances Bring You Grief

We have a diverse workforce, which we love. But that means we all have to embrace different viewpoints. It's okay to talk and learn from each other, but if things get heated, be sure to air your grievances through your manager, so that we can find constructive solutions.



Dress For Success

They say to dress for the job you want, but since you already have that, we want you to dress for SKG success. It's okay to have your vibe, just let style and professionalism be your guide.



Music To Your Own Ears

We love music. You love music. Everybody loves music. But please enjoy those tunes through your earbuds and not so loud that everyone can hear it.



COVID Cues

We're all in this together, so let's all do our part. If you're sick, stay home and get well.



Let's All Get Along

No one is perfect, and we all make mistakes. So, take it to heart when a coworker brings up an issue they have with you. Confrontation is never easy, so have an open heart and mind and try to solve the challenges together.

Keep In Mind!

- Reserve your conference/collab space or its fair game!
- Consider your tasks and timing for the day before selecting a place to work. Are you heads down or touch down?