

ARC Club Homerton // Workplace manual

Work Hours:

Members may use the work area between 8am - 7pm on Mon - Fri.

Private Rooms:

Members may book our small meeting rooms and conference room through the Member Portal, observing capacity and reserved timing. Unoccupied small meeting rooms may be used on an ad hoc basis for calls, nursing and reflection.

Guests:

Members may invite guests to join them in the ARC Club canteen for up to two hours, unless they have a meeting room booked. There is no cap on admittance after office hours, subject to capacity. See you at the bar.

Children:

ARC Club is an adult space but we do what we can to help. Members should contact the team when a little one is sick or childcare falls through. We have a space for nursing parents and considered baby amenities.

Library:

This is a quiet area. That means no pets, no calls, no food. Noisy members will be cordially asked to 'ssssssh'.

Pets:

Members may bring a pet if they can fit on their knee. Badly-behaved pets will be asked to leave (and their owners with them).

Food:

Members may bring their own food in, although there is no provision for preparation or storage on site. Hot food is discouraged.

Belongings:

Members are responsible for the safety of their personal property in the case of damage or theft. We are currently unable to offer storage on site.

Covid-19:

Members are expected to adhere to the Covid-19 Guide for the safety and comfort of all. A copy of this can be found in the canteen.

Culture:

ARC Club is built on a culture of mutual respect. If you experience anything offensive, let us know. Behaviour deemed by our team to be hazardous, discriminatory, inflammatory, disrespectful or in any other way disruptive to a positive and supportive shared work environment will result in suspension or termination of membership. We try to use gender-neutral language and feel free to share your preferred pronouns with us, extending the same courtesy to our team.

We are committed to creating a welcoming and inclusive community at ARC Club. If you think we could be doing something better or differently, we value your feedback at ideas@arc-club.com.