



Workplace Environment Policy



1 Introduction

BMC strives to maintain a pleasant and safe environment for employees and customers. In order to achieve this goal, certain guidelines are in place regarding employee, customer and visitor conduct within the workspace.

2 Scope and Compliance

The following policies and guidelines are to be recognized and implemented by all employees, tenants, contractors, and guests at BMC Software locations worldwide. Employees are required to comply with this policy as described in the [Overview of Corporate Policies](#). As with all corporate policies, failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

3 Definitions

- A. **Visitors** – Anyone, including tenants, contractors, customers, guests and/or children that are not BMC employees
- B. **Smoking and Tobacco** – any usage of tobacco products whether smoking or smokeless

4 Policy Statement

BMC Software requires an appropriate work environment for employees and customers. In order to effectively provide a pleasant and safe environment, the following guidelines will govern the BMC workplace.

4.1. Open Office Etiquette

Most BMC offices are configured with an open plan design to encourage employee interaction, inclusion, and collaboration throughout the workday. Workstations are configured in large groups of open space with minimal partitions provided between individual desks to support this culture, but this also limits the amount of privacy provided at each workstation.

In order to balance our collaborative workspace design, which inevitably generates a certain amount of acceptable noise, with the need for quiet work time, employees are encouraged to follow some simple open office etiquette norms while at work

- Utilize your BMC issued headset when taking phone calls in open space. Do not take calls on speakerphone and manage ringer volumes as much as possible to not disturb your neighbors.
- Use your inside voice when having a conversation on the phone or in-person with a colleague. As much as possible, anticipate conversations that could become confrontational or lead to heightened emotions and move to one of the phone booths, huddle rooms, or meeting rooms provided by BMC or our serviced office provider.
- Approach your colleagues' desk before you start a conversation to avoid talking or shouting over other employees in the workspace.

- Do not conduct meetings at your desk. Book appropriate huddle rooms or conference rooms to hold meetings.
- If the individual you want to speak with looks visibly occupied, come back at a later time or schedule a time to meet instead of disrupting their work.
- Respect the privacy of others in the event you overhear personal information they are unlikely to share with you on purpose.
- Maintain personal cleanliness and hygiene to create a pleasant work environment. This includes regular handwashing, covering your mouth when coughing or sneezing.
- Be open about noise concerns with your coworkers and your manager. If you feel that the conduct of your coworker is inappropriate, please notify your People and Spaces Business Partner so your concerns can be addressed.

4.2. Visitors in the Workplace

While BMC Software recognizes that employees have occasions to bring visitors on the campus, we must preserve an appropriate and distraction free work environment for all other employees and customers. This goal can be obtained by observing the following guidelines:

Visitors, including customers, to BMC sites must check in with site security, the site receptionist, or their BMC host. The receptionist will maintain a record or log showing the name and company of the visitor, the name of the BMC employee being visited, the date, and the time in and out.

- A BMC employee must escort visitors within non-public areas of the facility. Escorts are not required while visitors are within public areas. Visitor badges will not provide electronic access to non-public BMC work or restricted areas. Visitor badges should be returned to the receptionist when the visitor leaves the facility for the day. Some sites may not issue visitor badges. (See [Access Control and Identification Badge Policy](#))

4.3. Children in the Workplace

Employees are welcome to bring their children to work occasionally, provided the child is not ill, for a brief visit, specific events, situational convenience, or a family emergency:

- Children attending a BMC sponsored “Bring Your Child to Work” day must be between the ages of 6 and 16
- While children are in the workplace, they must always be directly supervised by their parent. An employee that brings a child to the workplace accepts full responsibility for all aspects of the child’s behavior, including the safety of the child, disruption to co-workers, unauthorized or inappropriate use of BMC resources, and any damage to property or injury to persons.
- All children must be checked in at the lobby front desk, if applicable

- Contractors and Customers are prohibited from bringing children to BMC facilities.

4.4. Smoking and Tobacco Usage

Use of tobacco, including all forms of smoking and smokeless tobacco, is permitted only in designated outside areas (where available), which contain disposal receptacles. Refer to local property management for the location of designated smoking/tobacco use areas. Extinguishing or disposing of tobacco materials in places other than designated areas is strictly prohibited.

Time away from work for smoking/tobacco use should be kept to a minimum and should not interfere with an employee's work performance.

4.5. Safety

In the interest of maintaining a safe work environment, employees should follow these general procedures:

- Report all unsafe conditions or equipment to one's supervisor and/or building management.
- Follow established procedures for the job as set forth by BMC leadership and/or your manager.
- Report all job-related injuries (slips, trips, falls), near misses, and unsafe working conditions, no matter how slight, to your supervisor and your People and Spaces Business Partner.
- Refrain from bypassing safety considerations to meet deadlines or to save time.

Generally, good housekeeping rules can help avoid accidents:

- Keep your work area clean.
- Do not store anything in aisles or passageways.
- Do not stack boxes higher than appropriate for the specific box size and structure, and never more than four boxes high.
- Clean up after yourself in common areas of the workspace (kitchen, bathroom, meeting rooms, huddle rooms)

If an employee works near or operates mechanical equipment, the employee should do the following:

- Review proper equipment use and safety procedures prior to operation
- Use appropriate equipment guards.
- Wear proper clothing and accessories (no loose clothing or dangling jewelry), and appropriate safety equipment.

If protective equipment such as glasses, gloves, ear protection, or safety shoes are necessary for the employee to perform work safely, the employee should ensure the following:

- Ask his/her manager to supply the necessary items;
- Wear the protection whenever operating the equipment or performing the function; and

- Replace the equipment when it wears out or breaks.

When an employee is handling material, the employee should ensure the following:

- Stack the material safely.
- Use carts, lift trucks, dollies, etc., safely.
- Learn the proper way to lift and avoid strains; and call for assistance if the load is heavy.

When working with electrical equipment, an employee should ensure the following:

- Never tamper with or try to service electrical equipment.
- Report exposed electrical wires or other electrical concerns to your manager, office manager, and building management.
- Do not overload electrical outlets or “daisy-chain” multiple power strips together.
- Never run electrical wires across pathways or aisles.

4.6. Emergency and Fire Evacuation

If the fire alarm sounds, or the need arises to evacuate the building for fire or other emergency, one should take the following action:

- Promptly take any personal belongings (i.e. purse or briefcase), close the office door and exit the office.
- Do not use the elevator – leave the building via the stairwells (they are automatically unlocked when the alarm sounds)
- Proceed out of the building (If possible, stay in a covered, protected area).

4.7. Disaster Plan and Emergency Closings

Although rare, severe weather, power failure, or other unforeseen circumstances could occur that would force BMC to cancel operations before the start of a regular workday. Should such an event take place, BMC management will attempt to broadcast the emergency shutdown over e-mail, voicemail, and/or contact the employees if possible via BMC’s Preparis Mass Notification System.

In the event of a natural disaster, inclement weather, or localized flooding, do not attempt to travel to the office. Take appropriate action to stay safe and communicate with your manager as needed.

If such an occurrence takes place during the workday, specific instructions will be broadcast over BMC’s public address system and/or via e-mail or voicemail via BMC’s Preparis Mass Notification System. Follow the instructions carefully and take whatever precautions are announced.

4.8. First Aid

Simple first aid products are available in each kitchen; you may use these products as necessary. If an employee receives an injury on the job, the supervisor and People and Spaces Business Partner need to be contacted immediately.

5 Roles and Responsibilities

- A. Managers – Provide employees with the necessary tools for safety standards.
- B. Employees – Inform managers of needs with regard to safety and implement with safety standards.

6 Related Information

- [Business Continuity Policy](#)
- [General Emergency Procedures](#)
- [Global Safety and Security Site](#)
- [Access Control and Identification Badge Policy](#)
- [Firearms and Weapons Policy](#)

7 Document Information

Category:	Corporate
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