

Return to Office Best Practices

Dear Colleagues,

As we return to the office next week, it is important to remember that we all play a role in creating a positive and respectful work environment. One way we can do this is by practicing good office etiquette. Below are some tips to help us maintain a respectful workplace:

1. **Be respectful of noise:** Everyone has different preferences when it comes to noise levels in the workplace. To ensure a harmonious work environment, be mindful of others and keep your noise levels low. Avoid talking loudly, using speakerphone, or making distracting noises.
2. **Leave conference room setups as they are:** If you use a conference room, please leave the setup as it is when you leave. Chairs, tables, and equipment should be in the same place and position as you found them. Do not remove furniture from conference rooms.
3. **Keep kitchenettes and common areas clean:** The kitchen is a common area for everyone to use, so it's important to keep it clean and tidy. Make sure to clean up after yourself, wash dishes promptly, and dispose of food and waste in the appropriate bins.

By following these office etiquette tips, we can create a positive and respectful work environment that makes us all feel comfortable and valued.

Heads up! Don't forget the following items when you return to the office next week to ensure a smooth and seamless day in the office:

- Employee badge
- Laptop, power cord, mouse and all workday essentials (water bottle, pen, notebook, headphones, etc.)
- Appropriate work attire (don't worry your sweats will be home when you return!)
- Gas up your car or dust off your bike/whatever you take to get to the office
- Remember to book your seat using the Welcome to Luxottica app! [Click here](#) to see the full user guide on how to download the app. Employees can reserve their seat on the same day or up to two weeks in advance. Please be sure to reserve a seat following your team's seating floor

If you have any questions or concerns, please review the [hybrid working policy](#), [FAQs](#) or reach out to your HRBP.