



Workplace Code of Conduct

By working in our office you agree to the following guidelines:

Confidentiality and Waiver:

- Your trust means the world to us. Treat all information like a well-guarded secret.

Office Hours and Exceptions:

- Our official hours are 9:00 am to 7:00 pm, Monday through Friday.

Visitor Approval:

- Let us know in advance if you're bringing in external guests. This can be done by emailing karina@solana.com with the name(s) of your guest(s) and the duration of their stay 24 hours in advance.

Respectful Conduct:

- Courtesy is our currency here. Choose appropriately-sized rooms for meetings and keep your desk chatter in check. Tidy up after yourself.
- Be thoughtful with the belongings you leave at your dedicated workspace. Unclaimed items left behind will find a new home.

Kitchen Conduct:

- We love providing fun snacks and bevs for everyone and understand spills happen, but please make sure you let everyone enjoy the space by cleaning up after yourself.

Photography Policy:

- Respect privacy – no photos or videos without permission. Let's maintain a comfortable atmosphere without turning the workspace into a photo studio.

Furry Friends, Unleash the Love Elsewhere:

- We adore our furry friends, but alas, our landlords have strict rules. Keep the animal kingdom vibes at home, and let's save the cuddles for after work.

Remember, these are guidelines for harmonious coexistence. Violations may result in friendly reminders and, if necessary, discussions about removal. Rules might get a tweak or two over time, so keep an eye out for updates.

I agree and will adhere to these guidelines:

Signed:

Name:

Company: