



## The ko&co way

Hey there — welcome to ko&co workhub.

This place was built on connection, creativity, and community (with a side of snacks).

The ko&co way isn't about rules. It's about respect.

These shared principles protect the vibe, honour each other's flow, and keep ko&co feeling like the kind of workplace you want to come to.

Think of this as our collective agreement — how we show up, share the space, and make it great for all of us.

### One membership = one human

---

Your membership is just for you (yep, even if your business bestie is begging to tag along).

Do you have a team or a partner you work with often? Just chat to us—we're happy to work out a setup that fits.

Just no sneaky sharing, cool?

### Book your spot before you rock up.

---

Whether you're a Member, Day Escape pass holder, a Nomad or Sampler, you must book your desk in advance via the OfficeRnD app as it helps us keep everything running smoothly.

No booking? Potentially no desk! And no good coffee moment either.

### Meeting rooms are bookable, not borrowable.

---

Need a space for your client call, team sesh or creative brainstorm? Lock it in through the app.

Even if it's last-minute, book it before you use it — it keeps everything fair and functional.

- Anchor, Flourish and Flow members: You've got monthly credits. Go wild.
- Everyone else: You can book at friendly member rates (20% off).

And if you change your mind, please cancel the booking so someone else can use the space.

### Anchor = yours, Everything else = shared.

---

If you have an Anchor membership, your desk is your home base—claim it, decorate it, and love it.

Everyone else: book your desk each time you come in, enjoy the flexibility, and pack up when you're done.

**ko&co** workhub

Level 1, 43-49 Buckhurst St South Melbourne 3205  
abn 96 673 257 255 | p 0447 771 408 | e kendra@kendracreative.au

Even in open-plan, a desk is still someone's zone — no hovering, no borrowing, no "just for a sec".

### Respect the reset

---

We love good chaos — just not the messy kind.

Please clean up and leave things as you found them (or better).

The kitchen, bathroom, and printer are for everyone. If something's out or broken, give us a nudge.

### Lock it or leave with it.

---

If you don't have a dedicated desk, please take your things with you at the end of the day.

Need storage? Daily or monthly lockers are available.

The floor isn't storage, and neither is the couch! Best not to touch or move someone else's stuff.

### Plug in, don't pull apart.

---

The shared desks have a monitor, keyboard, mouse, and docking station — ready for easy plug-and-play with a single USB-C cable. It is also how you connect to the internet from your desk.

Please don't unplug, move, or rearrange anything — it keeps the flow smooth for everyone.

Need an adapter or help getting connected? Just ask — we've got what you need.

### We're a workplace, not a library.

---

You can talk. You can laugh. You can take calls. Just be mindful.

Headphones are the universal signal for "please don't." Use them when you need to focus or respect them when others do.

If your call is long and loud or you're giving a TED Talk, move to a meeting room or take it outside for a breather.

### Print fair, keep it simple

---

We've got a shared A3/A4 printer and scanner available for everyone to use with a fair use policy (aka light use, please!). Printing is enabled via cloud printing and AirPrint, so it's easy to print straight from your laptop, tablet, or phone.

Got a high-volume or design-heavy job? Check in with us. We can help you with an option through one of our local print partners.

The printer also scans. Need help? Just ask.

### Be kind. Be cool. Be clear.

---

We're all building something here, and it works because we work together.

Got feedback? Ideas? Something not sitting right? Talk to us.

We're here to listen and improve.

That said, if someone's behaviour interferes with the comfort, safety, or flow of others, we'll intervene.

This only works if we all do our part.