



Personnes | Espace | Technologie

Milieu de travail **EDSC**

ESDC Workplace

People | Space | Technology

Your First Time at ESDC Workplace

This document outlines some tips, requirements or considerations for your first time at an ESDC Workplace. Please remember to follow the directive of the Posters available on the ESDC Workplace Sites for technical and social information or concerns.

Before you go

- Fully explore the ESDC Workplace & You platform to familiarize yourself with the new environment.
- Ensure that you have authorization to work in your desired location based on your task requirements.
- Discuss with your manager any accommodations you may need and any site-specific emergency procedures.
- Complete the [ESDC Workplace Workshop I: Discover](#) Training (ABW information) offered on SABA.
- Login to the [ESDC Workspace Management System](#) on iService (must be connected to the VPN) to make a reservation for access to the locations with the type of space you will need to complete the tasks you need to get done.
- Make sure you have ID Card access to the building.

Your first time at an ESDC Workplace

- Follow the health and safety guidelines to ensure a safe and healthy workplace for everyone.

- Explore all the new features and work areas of your ESDC Workplace. Refer to the Building Summary found on WMS when booking your workstation.
- Make sure to review emergency procedures for your specific work location. Refer to the Building Summary found on WMS when booking your workstation.
- Consider which workspace is best suited for your tasks. Work in the Quiet Zone for thought and reflection and in the Interactive Zone to collaborate with your team.
- Make sure to follow the etiquette protocols for each zone, found in the office.

When you are ready to leave

- Make sure your workspace is clean and ready for the next occupant.
- Take your personal items with you at the end of the day and follow the locker instructions at your work site.



For questions about ESDC Workplace training, coaching and change management support, contact the **CFOB Change Management and Continuous Improvement (CMCI) Team**: <mailto:EDSC.NC.CFOB-DGDPF-CM-GC.ESDC@hrsdc-rhdcc.gc.ca>

For questions specific to Workplace design or furnishings, contact the **WorkSpace Solutions Team**: <mailto:EDSC.SolutionsEspaceTravail-WorkSpaceSolutions.ESDC@hrsdc-rhdcc.gc.ca>