



ESDC Workplace

People | Space | Technology

Your First Time at ESDC Workplace

Before entering the ESDC Workplace

Ensure that you are authorized to work in your designated workplace.

Discuss with your manager if there are any circumstances that require Duty to Accommodate.

Ask your manager about emergency procedures.

Visit the *ESDC Workplace & You* platform to familiarize yourself with the new features.

Reserve your workstation, based on the activities, tasks and people you will be working with, using the [ESDC Workspace Management System](#).

While you're in an ESDC Workplace

Explore the new features and work areas of your ESDC Workplace.

Consider which work space would be best suitable for your tasks (ex. moving noisy activities to a private room or collaborative area).

Be sure to follow the [Clean Desk Guidelines](#) that are available on the ESDC network.

Before you leave an ESDC Workplace

Make sure your workspace is clean and ready for the next occupant.

Make sure to take with you the items stored in your locker.



For questions about training, coaching and support during the transition, contact the **Change Management Team:**

EDSC.NC.CFOB-DGDPF-CM-GC.ESDC@hrsdc-rhdcc.gc.ca

For technical questions about the Workplace design, contact the **WorkSpace Solutions Team:**

EDSC.SolutionsEspaceTravail-WorkSpaceSolutions.ESDC@hrsdc-rhdcc.gc.ca