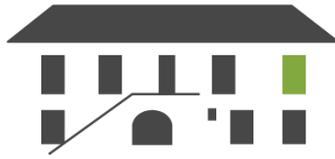


QUINTA DO BOM DESPACHO

ecoliving

**community
guidelines**



QUINTA DO BOM DESPACHO

ecoliving

Community Guidelines

COMMUNITY

We welcome respectful and considerate residents. We take time to properly introduce ourselves and learn about other members of the community. We believe that small talk is the force that keeps the world spinning and that “hi!” alone isn’t the best we can do. We don’t need to become best friends with everybody, but we make sure people feel secure and happy around us by starting up conversations and showing interest in each other. We don’t need to smile all the time, but we recognize moments when a smile can make all the difference.

ECO SUSTAINABILITY

Quinta do Bom Despacho is an international reference in sustainable lodging and sustainability is at the core of everything we conceive and aim for. We compost, turn off lights when not using them, take shorter showers and save water and electricity by complying with washing machine and dryer energy-saving schedules. Travelling and shipping are industries with high negative social and environmental impacts, that’s why we try to even those negative effects out by buying local produce and products, when possible.

HOUSE RULES

We are mindful of the cleanliness and order of the shared spaces and we always clean and tidy up after ourselves in a timely manner. This etiquette especially applies to the kitchen, bathrooms and shared working areas, but also to our shared bedrooms. We respect our housemates’ belongings by paying attention to the labels in the pantry, fridge and bathroom, and by never borrowing anything without asking first.

RESPONSIBILITY

If there is something that needs to be done, it is me who can do it. “It” can be many little things that make life in a co-living arrangement run smooth: replacing the toilet paper when we finish the roll, taking the trash out, informing the house manager when the coffee beans start running low. We make sure to leave the doors and windows securely closed when leaving the property.

HOUSE AND WORK RHYTHMS

We respect each other's circadian and work rhythms. Our house goes into sleeping mode at 10PM and stays that way until 8AM. During that time we handle doors lightly, we keep our conversations and devices quiet and we don't organize parties, long dinners or socialize loudly. We recognize that some of us don't live by the conventional workweek and weekend division, that's why these guidelines apply to all seven days of the week. Night workers make sure they do their work in the provided working areas. When we want to have a special event, birthday gathering or a barbecue, we make sure everybody is not only notified, but also agrees to it. Best way is by inviting everybody to join.

INTERNET AND DEVICES ETIQUETTE

We are all digital nomads and remote workers, so we depend heavily on internet access and speed. We want to keep mindful about some people's jobs that might require a better internet speed than our own, by not downloading all of our movies and TV series, but stream them instead. We don't listen to music and watch movies on our speakers, but use headphones. We do not have phone conversations in areas provided for work and loud phone conversations in any common areas. Our phones are on silent or on vibrate when working in the common areas. In shared bedrooms we let our alarm only to go off once every morning, even if that means that we have to finally abandon our snooze habit. We have business and personal meetings in the meeting room or another space available for private use.

COMMUNICATION

When conflicts arise, we communicate. We confront the problems head on, rather than holding grudges or becoming passive aggressive towards a person who we suspect of not complying with the community guidelines. If the problem is ongoing and communication doesn't solve it, we involve the house manager.

....

- Thank you for helping us to keep this community and our house up and sustainably running! These guidelines can change over time, be sure to check it in a regular basis. You're awesome!

Yours,

Quinta do Bom Despacho team.