

The Rating Environment:

- Since all raters share the rating room, break area, and rest rooms, it is very important that everyone be considerate of others while working and during breaks.
- Please be considerate of your fellow raters in your behavior in and around the rating room.
- Do not carry on conversations in the rating room. If you want to take a break and talk, converse on your cell phone, or text message anyone, use the break room, or go outside. Please do not hold conversations or use your cell phones in the hallways!
- Remember that conversations with the staff at the front table, even if whispered, also disturb other raters. If you have a question for the staff that requires more than a very brief answer, ask a staff member to step into one of the rating conference rooms to discuss the matter with you.
- Briefcases and large handbags are not permitted in the rating room. If you can fit a large envelope into the bag, it is too large to be permitted in the rating room.
- Turn off cell phone ringers, including vibrate mode, while you are in the rating room; if you must answer a call on your cell phone, do so outside the rating room. Texting and web browsing in the rating room are strictly prohibited.
- If you have a cough, cough frequently or must blow your nose frequently, please consider your fellow raters and stay at home. Although we would like to provide a “sick bay,” that is not possible in this building. If you are ill, please do not expose others to colds, flu, etc. In this environment, a contagion spreads rapidly: if you infect your neighbor, it is likely that the favor will be returned by another neighbor before long. While we understand your need to earn money, you are not alone in that need. Respect the health of the group.
- Remember that odors and the chemicals that create pleasant scents can also be injurious to others as well as distracting. In addition to practicing considerate personal hygiene, please do not use perfume, cologne, body powder, aftershave, lotions, and other toiletries with fragrances before or during work.
- Smoking is not permitted on UGA property.
- Unfortunately, it is not possible to set the rating room thermostat to provide optimal comfort for everyone. If you are very uncomfortable, talk to a staff member; we may find it necessary to adjust the temperature setting sometimes, but we recommend dressing in layers to achieve the degree of warmth you prefer.