

MARKET BULLETIN

From Head of Property Services Property Services (extn 6548)

Date 20 December 2005

Reference Y3708

Subject **Underwriting Room Guidelines**

Subject areas Guidelines for the maintenance of Communal Standards

Attachments

Action points Revision to Market Bulletin No. Y3701, allowing transportation of food and drink in the Room during Business hours.

Deadlines

Guidelines for the Maintenance of Communal Standards

Access to the Room is by Lloyd's approved pass only which must be produced when entering the building via security barriers and at any other time on request.

- During the hours of business, 9.30 – 17.00, everyone admitted to the Room is required to adhere to Lloyd's dress code **which is business attire** – suits or smart jackets, trousers and ties for men; smart business style for women. Jeans, trainers and t-shirts are not acceptable. Jackets must be worn between 10.00 - 13.15 and 14.30 - 17.00.
- The consumption of food and drink is not permitted in the Room during the hours of business. However, underwriting box personnel are allowed to consume sandwiches and snacks between 13.15 – 14.30 (this does not include hot food).
- Flash photography is prohibited in the Underwriting Room and reception areas, unless prior approval has been received from the Facilities Helpdesk on x6666.
- The privacy of Market users must be respected at all times.
- No coats, clothing or umbrellas should be hung on the gallery railings; a cloakroom is available on the upper-basement level.

- Market visitors are not permitted to conduct insurance business, i.e. underwriting or broking.

Anyone continuously or repeatedly ignoring the above guidelines may be refused access to the Room. Both the Livered and Security staff have been advised that these guidelines must be adhered to and they will be enforcing them.

Underwriters are encouraged to adopt a “clear desk” policy at the end of the working day, as Lloyd’s accepts no responsibility for any loss or damage to personal property brought into the Room. No valuables should be left unattended and occupiers must maintain their own insurance against loss of personal property.

Health and Safety requirements state that Underwriters must keep their furniture and other items to their allotted perimeters and they may not be changed without the prior approval of Property Services.

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