

## **Chemonics-Washington: Policy/Procedure Updates**

### **Innovation Lab Policy/Procedure**

The 11<sup>th</sup> floor layout includes a designated space for Chemonics' Innovation Lab – an interdisciplinary research and development space that will support the design, test, and launch of novel global development solutions. The Lab is set up to convene teams of staff, consultants, and partners to solve specific development challenges and to test the scalability of innovative products, processes, or services. The Lab, and surrounding area, will also be used to host internal and external workshops and events that foster innovation and partnerships.

The Lab will provide the resources, technology, and dedicated space for activities like:

- Ongoing collaboration of staff, consultants, and partners on the design, test, and launch of innovative solutions;
- Design-thinking workshops and co-creation sessions with staff, partners, and clients;
- Multi-day hackathons, innovation challenges, or similar events;
- Innovation showcases that exhibit Chemonics-led or supported innovations;
- Community engagement activities that promote innovation and design-thinking approaches in D.C.

While the Innovation Lab's primary purpose is for the above activities, it may be reservable in some cases for non-innovation related needs. If you would like to reserve the Innovation Lab, please email [ScaledImpact@Chemonics.com](mailto:ScaledImpact@Chemonics.com) and reservation requests will be approved based on availability. This process must be followed as access is limited to those approved by the SI team.

Reservation requests will be approved on the basis that the space is not already in use for company activities. It should not be bookable/used for more than one hour at a time. Priority use is given to those who reserved the space; anyone using the space without a reservation may be asked to leave if it was previously booked.

The Innovation Lab is not envisioned to be used on a day-to-day basis for work efforts, meetings, private phone calls, lunch spaces, prolonged sleeping, or socializing. Personal or work-related items should not be stored in the room when not in use.

Any employee misconduct observed in the spaces should be reported to Facilities Services, HR, or Security for action. Facilities Services manages and supports the space.