Living together in harmony on Campus requires respectful interaction and the observation of common rules of conduct. The following rules are valid to the same extent for all employees, external visitors, suppliers, and service providers on Campus.

Campus rules:

All facilities of IST Austria are to be used with the utmost care to protect the buildings and other property as well as in observance of energy efficiency. Obvious defects or damage as well as deficits which affect the safety of people or property should to be reported to Construction immediately (email: construction@rt.ist.ac.at, Tel: 0664 88509133).

When leaving their offices, employees are expected to lock the doors, even during short absences. When leaving for an extended period, all energy consuming appliances should be switched off, windows should be closed and the air-conditioning should be set to “un-occupied” to save energy until the night modus kicks in at 10pm.

Break-in attempts, thefts, or any loss of Institute or private property must be reported to Gerti Resch (gertrude.resch@ist.ac.at) in Construction immediately via the “Report Theft/Loss” form. Any suspicious people or activities observed on campus should be reported immediately as well.

IST Austria does not assume liability for personal items of value, including money, which are lost.

After leaving the building the external door should be shut properly and checked after working hours to ensure it is locked.

Prohibited on Campus:

a) All forms of discrimination, especially those on the basis of gender, religion, nationality, ideology, disability, sexual orientation, ethnic origin, ethnic minority, age, skin color or social class;

b) Making noise which disturbs research activity or the night’s rest of neighbors or Campus residents, as well as behavior which endangers peace, order, safety or the prestige of the Institute;

c) Consumption of alcohol and/or drugs on Campus, especially in working areas. Moderate consumption of alcohol in the restaurant and in the Pub as well as at events and celebrations is allowed. In the Guest House and the Apartments the “House Rules for Apartments and Guest House” apply;

d) Smoking in any building;

e) Soiling furniture, rooms, corridors or staircases, including disposal of litter except in the litter bins. Compliance with waste separation for environmental protection reasons is compulsory;

f) Inappropriate storage of hazardous materials or substances;
g) Animals in any building of the Institute except for the purpose of research or teaching, with the exception of working dogs. For apartments the “Rules for Apartments” apply;

h) Removing, covering or damaging signs or notices regarding safety and order (e.g. escape routes...) or objects used for safety purposes (e.g. defibrillator, fire extinguisher...);

i) With the exception of security personnel or police, carrying or storing weapons, ammunition or explosives.

**Further important Rules on Campus:**

In the event of an accident or emergency, the provision of first aid is obligatory (in case of a medical emergency, call 144). The scene of the accident or emergency must be secured, potential dangers must be averted, and a first aider must be called.

Distribution or posting of advertising or informational material, and the positioning of stands on campus need authorization from the IST Executive Office.

Lost and found property is to be handed over to the reception of the Guest House.

For assignment of spaces and rooms for internal and external events the “General terms and conditions for Conferences and Events” apply. These rules are available on the IST Austria web page at www.ist.ac.at/gtc.

The “Campus Parking and Traffic Regulations” guideline regulates the driving and parking of cars as well as bikes on the IST Campus.

The activities of external people in buildings and on the property of IST Austria must comply with the general safety directives.

Campus Services must be informed before using the tennis court or soccer field, and the rules must be obeyed. Use of the Fitness Center is at the user’s own risk and the “Fitness Center Rules” apply.

In the event of a breach of any of the aforementioned rules, IST Austria management will react in proportion to the severity of the breach. Minor breaches of the rules will result in a warning by the Managing Director. Major or repeated breaches of the rules, which pose a threat to order and safety, could result in the issuance of a temporary or permanent restraining order by the President, with help of the security guards if necessary. IST Austria reserves the right to take steps in accordance with labor law.

The President

Date