

Rules on IST Austria Campus

Working together on campus requires respectful interaction and the observation of common rules of conduct. Below quoted rules are to the same extent valid for all employees, as well as external visitors, suppliers and service providers on campus.

Campus rules:

All facilities of IST Austria have to be used with utmost care for the buildings and inventory, energy is to be used efficiently. Obvious defects and damages as well as deficits which affect the safety of persons or property have to be reported immediately to Construction by all IST Austria employees (email: construction@ist.ac.at, Tel: 0664 88509133).

Employees shall lock their office after leaving it - even during short absences. All unnecessary energy-consuming appliances should be switched off, windows shut and the air-conditioning set to „un-occupied“.

Break-in attempts, or any loss of institute or private property must be reported to Construction & Maintenance (construction@ist.ac.at) immediately with the “Report theft/loss” form. IST Austria does not assume liability for lost personal objects of value or money.

After leaving the building the external door should be shut properly. Out of working hours, it should be checked if the door is locked.

Prohibited on Campus:

- a) all forms of discrimination especially those of gender, religion, 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 the peace, order, safety or reputation of the Institute;
- c) consumption of alcohol and drugs in all working areas and on the campus. Moderate consumption of alcohol in the restaurant and in the pub as well as at events authorized by the Institute is allowed. In the guesthouse and the apartments, the “House Rules for Apartments and Guesthouse” apply;
- d) smoking in all buildings;
- e) soiling of furniture, rooms, corridors and staircases, disposal of litter except in the litter bins. For environmental protection reasons, waste separation has to be carried out and is compulsory;
- f) inappropriate storage of hazardous materials and substances;
- g) animals in all buildings of the Institute except for the use in research and teaching, except working dogs. For apartments the Rules for Apartments apply;
- h) removing, covering or damaging of signs or notices regarding safety and order (e.g. escape routes...) and objects (defibrillator, fire extinguisher...);

- i) carrying of weapons (except by police and security-personnel), storage of weapons, ammunition and explosives.

Further important rules on campus:

Everybody is obliged to give first aid (emergency call 144). The accident scene has to be secured, potential dangers have to be averted and the first aider has to be called.

Distribution of advertising – or information material and positioning of stands needs authorization by the IST Austria Executive Office.

Lost and found properties have to be handed over to the reception in the voestalpine building. It will be passed on to the lost property office at the Bezirkshauptmannschaft Klosterneuburg.

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

Driving and parking of cars as well as of bikes on the IST Austria campus is regulated by the „Campus parking and traffic regulations“.

Activities of external persons in buildings and property of IST Austria comply with the general safety directives.

Before using the tennis-court and soccer-field Campus Services have to be informed and the rules have to be obeyed. Use of the fitness center/gym is at one’s own risk. The Fitness-Center Rules apply.

Breach of rules is treated according to the principle of proportionality. For minor breaches, a warning by the Managing Director will be issued. For major breaches, which may pose a threat to order and safety, the President, with help of the security-guards, can impose a temporary or permanent ban of access. IST Austria reserves the right to take steps according to labor laws.

The President



Date

04.12.2017