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1 Introduction

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. They apply in addition to the general [Campus Rules](#) valid for the entire campus area.

2 General rules

All facilities of ISTA 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 & Maintenance by all ISTA employees (email: construction@ist.ac.at, Tel: +43 664 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-office@ista.ac.at) immediately. Fill out and attach the form [“Report theft/loss”](#).

ISTA does not assume liability for lost personal objects of value or money.

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

2.1 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 on the campus. Moderate consumption of alcohol in the Cafeteria and in the pub as well as at events authorized by the Institute is allowed;
- d) smoking in all buildings (including e-cigarettes);

ISTA House Rules

- 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 / guide dogs. For apartments the “House 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) it is prohibited to take bicycles or e-scooters into the buildings,
- j) keep hallways, corridors and staircases free at all times; do not use them as storage space at any time!
- k) carrying of weapons (except by police and security-personnel), storage of weapons, ammunition and explosives.

2.2 Further important rules on campus

Everybody is obliged to give first aid (emergency call 144 or (in English) 112, European Emergency Number). The accident scene has to be secured, potential dangers have to be averted and the first aider has to be called.

Lost and found properties on campus have to be handed over to the reception in the Administration Building (I07).

For assignment of spaces and rooms for internal and external events the “General terms and conditions for Conferences and Events” are applicable.

Driving and parking of cars as well as of bikes on the ISTA campus is regulated by the [„Campus Parking and Traffic Regulations“](#) and in the [Garage Regulations](#).

Activities of external persons in buildings and property of ISTA must 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.

ISTA House Rules

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 the help of the security guards, can impose a temporary or permanent ban of access. ISTA reserves the right to take steps according to labor laws.

3 Signatures

Klosterneuburg, September 2023

Georg Schneider
Managing Director

4 Amendment Protocol

Document group	Owner	Approved by	Date
Policy	Stefan Hipfinger, Head C&M	Thomas A. Henzinger, President Georg Schneider, Managing Director	January 2020
Policy	Stefan Hipfinger, Head C&M	Martin Hetzer, President Georg Schneider, Managing Director	July 2023