

# ID Code of Conduct

## **Junior Employees**

At TU/e's Industrial Design department we consider our students junior employees working at our design studio. This means you are given the opportunity to work on projects for clients, use the labs and facilities of our department, and learn and grow as a designer. Being a junior employee also comes with a responsibility, to yourself and the department. We expect you to behave in a professional manner, take care of your, the department's and other people's belongings and make the most of your time studying here. As a junior employee you are expected to work on your classes and projects full-time in the Atlas building. This provides opportunity for exchange of knowledge and experience. It also enables expertise and community building for the individual and the department of Industrial Design.

## **Atlas building**

The department of Industrial Design is housed in the Atlas building.

On workdays, the Atlas building is open from 7:00 – 20.00h. Atlas is closed at the weekends.

B2-M1 students have flexible work places in their squads and are requested to work in squad spaces while working on their project or in a group capacity, doing work related to their squad. M2 students are located per track and have a designated desk. The red areas on floors 2 and 4 through 8 have general workspaces and can be used for any kind of study related activity. First year students are asked to use the red areas as much as possible, to prevent overcrowding in the squad spaces.

To find the exact locations of squads, labs, workshops and the educational office, go to the Forms and Files page in the education guide.

## **Respect and safety in the workplace**

As most of the floors and spaces in the Atlas building are shared between students and employees it is very important that we respect each other and the spaces in which we work. Therefore, we have some rules and guidelines.

## **Shared spaces**

Most of the squad areas on the south side of the building are on floors shared with the research groups. Please be aware that there are also employees working on these floors.

Students, researchers and clients each have their own requirements for the spaces that they work in. This means that the spaces provide flexible areas suitable for working on projects, giving presentations, meeting clients, as well as a quiet and concentrated workspace for both staff and students. The aim is to create an atmosphere comparable to that of a design studio. Such a space supports creativity and work, while at the same time representing the values and qualities of the institution.

The atmosphere can be described as creative, supportive for information exchange and mutually inspirational. It should be representative for outsiders and work representing ongoing

projects should be displayed attractively. In addition to common professional behavior such as keeping appointments, being on time, etc, treating one another with respect requires a responsible approach towards the working area.

You are asked to keep noise to a minimum and use designated spaces for the work they are meant for. If you have work that is not suited to the space, please move to one of the labs or reserve a meeting room. All even numbered floors are fitted with a pantry which is accessible to both students and staff. Please keep the microwave or refrigerator clean. The pantries may be stocked with cutlery and glassware by the capacity groups which should not be used without permission. If, for whatever reason, a member of staff comments on your behaviour, please be respectful and try to solve the situation according to the code of conduct.

### **Furniture**

The squad spaces have been fitted with furniture suitable for work that should be conducted in the squad spaces. Please refrain from using the tables as cutting boards. Spaces can be rearranged using mobile tables with wheels but please do not move furniture that is not mobile. Any sort of paint, glue or aerosols may not be used in the workspaces. Contact the studio coordinator if you encounter issues with the furniture or if you would like to change something in the student spaces ([a.m.w.v.malsen@tue.nl](mailto:a.m.w.v.malsen@tue.nl)).

### **Safety**

We expect all our junior and senior employees to conduct their work in a safe and appropriate manner. This includes the use of the appropriate workshops or labs and adhering to safe practices in the spaces. Please do not climb on tables or cupboards or use the furniture in any way that it is not intended. **Please be aware that Atlas is an open and shared building. Help prevent theft by keeping an eye on your and others personal belongings and don't leave valuables unattended in the spaces.**

### **Clean desk policy**

The squad spaces are flex workspaces. This means it is not possible to have your own desk or table and therefore we have a clean desk policy. If you have finished your current work please make sure the table and surrounding are emptied out and left clean for the next person who uses it.

### **Food and trash**

We ask you to use the cafeteria on the ground floor when eating. Please dispose of any leftovers or trash in the appropriate garbage cans. There are many tulip garbage cans in the spaces which allow you to separate your garbage. Please do so accordingly. The squad spaces are also fitted with larger trash bins for paper waste (blue) and general waste (grey) to enable disposal of larger items.

### **Storage**

All the squad spaces have large shelving units to store prototypes and boxes as well as cabinets which can be locked with a code to store valuables. The codes for the cabinets will be available with the squads in that specific space. If you need to store larger prototypes somewhere in the space please contact the studio coordinator ([a.m.w.v.malsen@tue.nl](mailto:a.m.w.v.malsen@tue.nl)).

## **General rules**

- Always leave the space clean and tidy after using it.
- Please be considerate and keep noise levels to a minimum.
- Respect the spaces and furniture provided, do not break, paint, scratch or disassemble anything that is not your property.
- Furniture may not be moved, especially between spaces.
- The use of electrical equipment such as water boilers, toast-irons and coffee machines is not allowed in the spaces.
- Paint, glue or any aerosols may not be used in the spaces.
- Paper/materials may not be cut on the tables without proper cutting mats.
- Respect each others materials, prototypes and personal belongings. Please don't take or touch what is not yours.