IDSC Code of Conduct

Conduct

Joining the IDSC

- Write a brief personal introduction. This should include your name, a picture of you, what you are doing at the institute, how long you are staying, and who your scientific supervisor is. You can add some personal details (e.g. hobbies) if you like. Send this introduction to your scientific supervisor. He will send it to the whole group.
- Make sure that you know your group's staff and that the staff know you. Say "hi" and shake hands.
- Fill out the form. Read and understand all the rules that apply to you. Sign the form (see last page).
- Get all the keys you need. Get familiar with the location of the rooms you will use.

General conduct

- You are responsible for your own behavior. Do not put yourself or others at risk.
- Leave the places (kitchen, your desk, workbenches, test-benches, etc) you use at the IDSC cleaner than you found them. Use a broom and dustpan to clean the table and floor.
- Use all tools and infrastructure with utmost care. If you are not sure how to use a tool, please ask your scientific supervisor or the technical staff. If you damage or break a lab tool / equipment you must report it to our technical staff!
- Do not occupy space you do not need: a lab is not your TV room, the neighbor's desk is not your storage, etc.
- If you are the last one to leave the room, turn off all lights, close all windows and lock the main door.
- Eating at your desk, workbenches, test-benches, etc. is forbidden! Please use our kitchen on floor K.
- Think and act efficiently. You are a part of the institute, behave accordingly.

Security

- Never leave equipment unattended in publicly accessible spaces. Keep doors closed at all times. Keep in mind that many areas at ETH are accessible to the public.
- If you encounter strangers in the lab, ask them who they are and if they need help. Maybe they cannot find the exit, or do not belong in the lab at all.
- Don't give access to IDSC infrastructure and places to people you don't know.

Safety

- You are responsible for your own behavior. Do not put yourself or others at risk.
- Make sure that you know where fire extinguishers, first aid kits and emergency exits are.
- NEVER use machines that you are not trained for.
- Always get expert help if you are in doubt about whether the equipment you want to use is properly installed and functional.

Rooms

- The IDSC has several labs and workshops. Your scientific supervisor will tell you if you need access to these. Additional rules may apply, ask your scientific supervisor.
- Your scientific supervisor will tell you if you need special keys. These keys are for your personal use only. You are not allowed to lend them to other people.

Leaving the IDSC

- Return all your keys.
- Return all tools and equipment to their correct storage place.
- Say "good bye" to the people you worked with.

IDSC Code of Conduct

The staff

Onder Group

- Annina Fattor
  Finance, HR
  ML K 32.2
  afattor@ethz.ch
  +41 44 632 87 96

- Kerstin Fischer
  Teaching
  ML K 32.2
  kerstin.fischer@mavt.ethz.ch
  +41 44 632 24 55

- Lena Vollmer
  Administration
  ML K 32.2
  vollmerl@ethz.ch
  +41 44 632 87 79

- Daniel "Dani" Wagner
  Mechanical Engineering
  ML J 44.2
  danielwagner@ethz.ch
  +41 44 63 2 67 80

- Marc-Andre "mac" Corzillius
  Electrical Engineering
  mac@ethz.ch
  +41 44 63 2 29 42

D'Andrea Group

- Helen Hanimann-Robinson
  Administration, Finance, HR
  ML K 32.3
  helen.hanimann@idsc.mavt.ethz.ch

- Michael "Michi" Egli
  Mechanical Engineering, Infrastructure,
  Safety
  ML J 44.2
  michael-egli@ethz.ch
  +41 44 63 2 37 40

- Marc-Andre "mac" Corzillius
  Electrical Engineering
  mac@ethz.ch
  +41 44 63 2 29 42

Frazzoli Group

- Annina Fattor
  Finance, HR
  ML K 32.2
  afattor@ethz.ch
  +41 44 632 87 96

- Katharina Munz
  Administration
  ML K 32.2
  katmunz@ethz.ch
  +41 44 632 87 96

- Marc-Andre "mac" Corzillius
  Electrical Engineering
  mac@ethz.ch
  +41 44 63 2 29 42

- Jan Hackenberg
  Software Engineering
  ML K 32.1
  janhak@ethz.ch

- Daniel "Dani" Wagner
  Mechanical Engineering
  ML J 44.2
  danielwagner@ethz.ch
  +41 44 63 2 67 80

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Emergencies

- The ETH Emergency Desk is the contact point for all incidents connected with the personnel, building, and equipment security systems. The Emergency Desk can be contacted 24 hours a day.
- Reporting an emergency:
  - **Who** is reporting the emergency?
  - **What** kind of emergency is it?
  - **When** and **where** is the emergency taking place?
  - **How many** people are affected?

Emergency numbers

- **ETH Emergency Desk** (from internal phones): 888
- **ETH Emergency Desk** (from external or mobile phones): +41 44 342 11 88
- **Fire brigade**: (0)118
- **Ambulance**: (0)144
- **Poisoning** (toxicology information centre): (0)145
- **Police**: (0)117

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Please fill out the following form and return this page to your groups administration.

Name: _____

(Forename / Surname)

ETH library number: _____

(see note below)

e-mail address: _____

You are:

☐ phd student / staff

☐ assistant (teaching, research, or similar position),

      your scientific supervisor: _____

☐ student (bachelor, master, studies on mechatronic, student project, or similar),

      your scientific supervisor: _____

With your signature, you acknowledge that you read and understood the rules and safety guidelines in this document (IDSC Code of Conduct - v0.2.docx).

Date: _____ Signature: _____

Note:
      the ETH library number can be found on the back of your ETH card