



Institute House Rules

Max Planck Institute for Social Anthropology Halle/Saale

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English translation provided for informative purposes only

Preamble

A large number of international researchers, service staff and guests conduct research and work at the Max Planck Institute for Social Anthropology (hereinafter referred to as the "Institute"). Institute House Rules are necessary in order to regulate the working environment at the Institute, ensure safe working procedures, and clarify mutual rights and obligations. These reflect the implementation of regulations that have proven to be important for our collective work and the safety of all.

Scope of Application

The Institute House Rules apply to all persons staying at the Institute. They apply to the entire Institute premises, with the exception of the guest flats, for which there are separate house rules.

Entering the Institute means recognizing the Institute House Rules as binding. The House Rules can be accessed by all on the Institute's homepage (www.eth.mpg.de) or as a document at the reception desk. In addition, employees and long-term guests receive the Institute House Rules in digital form as part of the onboarding process or can access them via the MPI Handbook on the intranet.

Access to the Institute

Persons who have been issued an access chip may enter and leave the Institute buildings through the entrances and exits enabled for their chip key. Access authorizations are tied to the person to whom they were issued. This means that holders of access chips may only use them personally and may not give them to third parties. The loss of office keys or access chips must be reported immediately to the facility management.

Persons without a personal access chip sign in and out at reception. They will be registered in a visitor list and issued a visitor pass, which must be worn visibly during their stay at the Institute. In the case of underage visitors, their legal guardians or the Institute members who invited them are obliged to fulfil their duty of supervision.

Visits to the Institute external persons are only permitted by prior appointment and when accompanied by an authorized member of the Institute.

For safety and hygiene reasons, bringing animals to the Institute requires the prior consent of the Institute management.

Use of the Infrastructure

Institute property must be treated carefully and conscientiously. Damage of any kind must be reported to the Head of Administration. Unauthorized rearrangement, borrowing, or removal of property is not permitted. Bringing private furniture requires the authorization of the Head of Administration for occupational safety reasons. Sleeping overnight in the Institute rooms (outside the guest flats) is prohibited.

For each division, the introduction to the equipment and facilities and instruction in the safe use thereof is provided by the supervisors or designated employees in the division. The provisions of the relevant user regulations (e.g. Library Regulations, IT User Regulations) are binding for all users. Private technical devices may only be connected to the Institute's power supply after prior testing and approval by the electrical specialist (contact: facility management).

We ask everyone to use the equipment, office supplies, and consumables available at the Institute in a responsible and resource-saving manner. Use is restricted to business purposes only.

Everything that is part of the Institute's external branding (e.g. stationery/letterhead, homepage, business cards, etc.) may only be used by Institute employees for business purposes. Displaying this in other contexts (e.g. in the form of a homepage or exhibition) requires the approval of the Institute management.

Minor private use of the technical infrastructure (e.g. e-mail, internet, telephony, file storage) by employees requires prior consent to the MPG's terms of use via the central consent app in the SAP Portal. Without consent, use is restricted to business purposes.

Leaving the Institute

We aim to use our energy resources as economically and sparingly as possible. Therefore, when leaving the offices, storage rooms, seminar rooms, and other communal areas, everyone should ensure that

- all electrical appliances and lights are switched off
- the heating is turned down
- doors and windows are locked.

In order to ensure the highest possible security, when leaving outside normal business hours (before 8:30 a.m. and after 5 p.m.), it is additionally necessary to:

- activate access control system if relevant
- lock external gates
- ensure that alarm-protected doors and windows are kept closed.

When leaving the employment relationship or before the end of an authorized visit, Institute supplies, equipment, books, access chips, and keys must be returned.

Safety and Accident Prevention

Everyone contributes to maintaining safety and order at the institute and shall avoid anything that could jeopardize operations and the safety of people, buildings, and property. In accordance with legal requirements, but also in the interest of your own safety, it is important to observe and comply with the rules, prohibitions, and warnings issued for accident prevention and safety (e.g. fire safety regulations).

Please do not make any changes to safety equipment, the purpose of which is to prevent accidents (e.g. fire extinguishers). To make suggestions about accident prevention and fire protection measures or report defective safety equipment, please contact the Head of Administration. Incidents outside business hours can be reported to the facility management via the emergency numbers (see green signs for telephone number).

All accidents, whether at work, on the way to work, or in the private sphere, should be reported immediately to the personnel administration. This is necessary so that the personnel administration can check whether it is covered by accident insurance and, if necessary, takes care of the necessary accident reports. The use of bandaging material from the first aid kit must be documented in the first aid log. First aiders and their contact details as well as addresses of medical (emergency) facilities can be found on the green signs in the Institute or in the MPI handbook if required.

Health Protection

Smoking is not permitted in the Institute buildings for the protection of all persons present. Outdoor smoking areas are located next to the main entrance and under the connecting bridge between the glasshouse and the new building. Please dispose of cigarette butts in the waste bins provided in the outdoor area.

Entering the Institute under the influence of alcohol or consuming alcohol on site is generally not permitted. The consumption of small quantities on special occasions requires the approval of the respective Department or Research Group head.

The consumption of drugs and intoxicants on the Institute premises is prohibited. If consumption is prescribed by a doctor, this must be reported, along with a copy of the doctor's certificate, to the Institute management, who will then weigh the interests of all parties and decide whether to grant an exception allowing it in the individual case.

Prohibition on Commercial Activities

Self-employed and/or commercial activities that have not been commissioned or expressly approved by the Institute are prohibited on Institute premises, as is any kind of commerce or brokering of transactions. Furthermore, advertising for political parties or religious organizations is prohibited.

Notices

Institute-related notices may only be posted in the locations provided for this purpose. Announcements or circulars of a non-official character may only be posted with the authorization of the Institute management.

Waste Disposal

Please use the paper bins in the offices for the disposal of paper only. Other waste (plastic, metal, glass, organic waste, residual waste) should be disposed of in the bins provided in the kitchens. The notices there will help you to separate waste correctly. The drains – particularly the kitchen sinks and toilet facilities – may not be used for the disposal of waste, leftover food, grease, hygiene products or other objects as this can lead to blockages in the plumbing. Empty batteries are hazardous waste and must be given to the reception desk for disposal. Confidential documents can be disposed of securely using the document shredders or the locking metal bins in the basement of the villa (across from room 005).

Use of Parking Spaces and the Institute Car

The Institute has an underground car park and a number of outdoor parking spaces which are available to employees and guests of the MPI. A user agreement must be concluded with the Institute before using Institute parking. The use of the parking spaces is subject to a fee. Further information can be obtained from the Institute administration or the MPI Handbook. Please also note that the parking spaces may only be used while you are present at the Institute; overnight or long-term parking is not permitted.

The use of the Institute car is reserved for employees of the Institute and is limited to work-related reasons. It must be authorized in advance by the supervisor and registered with the facility management. When using the Institute car, users are bound by the applicable administrative directive (Verwaltungsanweisung Dienstfahrzeuge).

Letters and Parcels

Letters and parcels for official business can be stamped and sent via the Institute's reception desk. Incoming business mail is distributed to the mailboxes.

The receipt of private letters and parcels from Germany and abroad is prohibited because of customs regulations. For more information, please refer to the information sheet or the MPI Handbook.

Maintaining Confidentiality and Data Protection

Secrecy must be maintained regarding all Institute matters of a confidential nature to which you become party in connection with your employment or stay at the Institute; this applies even the end of your employment or stay. Data protection regulations in effect at the Max Planck Society and the Institute must be observed and complied with.

Other Regulations

In addition to the Institute House Rules, there are other regulations, Institute Agreements, and user regulations that provide more specific instructions on workplace rules and safety, e.g. fire safety regulations, company agreement on video surveillance. These are to be adhered to accordingly.

Violations

In the event of violations of the Institute House Rules, the Institute management reserves the right to take legal action.

Entry into Force

These Institute House Rules were adopted by the Board of Directors (Kollegium) on 10 December 2024. The Employee Representative Council approved them in its meeting on 19 November 2024. They enter into force upon signing and replace the Institute House Rules in the version dated 13 December 2012.

Should individual provisions of these Institute House Rules be or become invalid or unenforceable, this shall not affect the validity of the remaining provisions. In such a case, the Kollegium must replace the invalid or unenforceable provisions by changing or supplementing them. The same applies in the event of any gaps or omissions. The Employee Representative Council is to be involved as per §87 para. 1(1) BetrVG.

Halle/Saale, 11 December 2024

Prof Dr Biao Xiang
Managing Director