

# House Rules

## des Max-Delbrück-Centrums für Molekulare Medizin in der Helmholtz-Gemeinschaft

The English version is merely for the purpose of information; the legally binding text is the German version.

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## Change History

Date	Version	Created by	Description of changes
31.8.2020	2	Jörg Pamperien	Modification of traffic rules, wording of liability of MDC, prohibition of smoking/vaping, substitution of ZD

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## 1. The House Rules apply

**within** all buildings of the MDC  
and  
**to all persons** in the MDC buildings.

In construction areas, the special regulations for construction sites also apply.

## 2. General Regulations

The land, buildings, technical installations, laboratories and furnishings of the MDC serve to fulfil the tasks of the MDC.

Authority is exercised by the Executive Board of the Max Delbrück Center for Molecular Medicine in the Helmholtz Association (MDC). The heads of the Technical Facility Management (TFM-B and TFM-E), Occupational and Biological Safety (ABS) and Legal Department, as well as the employees of the security service and porters, are responsible for upholding the house law and directly enforcing the house rules. Further employees and contracted external contractors can be called in to support the enforcement of a house ban.

In the case of serious violations, this may result in a punishment up to and including a house ban and may also have legal consequences.

On behalf of the Management Board, the management of the above-mentioned departments must ensure that the requirements of order and safety are enforced in the buildings, parts of buildings, rooms and other facilities, including the associated outdoor areas, and that compliance with occupational safety, health, fire and environmental protection is guaranteed.

The department heads mentioned above have the duty to implement these house rules and to inform the board of directors or the personnel service if violations of the House Rules are found. In the event of infringements by third parties, this must be reported to the Legal Department.

## 3. Obligations of employees and visitors

a) All employees, guests and visitors\* have the duty to protect MDC property from damage and loss and to comply with the requirements of order and safety as well as occupational safety, fire safety and environmental protection.

b) Any disturbance, especially of research and teaching, is to be avoided.



- c) Smoking / vaping is prohibited in all MDC buildings, properties and grounds. Smoking / vaping is only permitted in specially marked smoking areas.
- d) The use of bicycles, city scooters, skate boards, inline skates or similar is not permitted in the buildings, including the basement levels. Bicycles may not be parked in the buildings. Bicycles may only be parked in the designated areas.
- e) All relevant prohibition signs and pictograms must be observed.
- f) All persons are responsible for their personal property and protect it from loss.
- g) Objects found in the area of the MDC must be handed in to the security service.
- h) Permission to produce photographs and films in the buildings and on MDC premises must be obtained from persons authorized by the Board of Directors and/or the Communications Department. This also applies to reports by the press, radio and television. Photos in technical centers for the solution of repair needs are approved by department management TFM-B,. An exception applies to private events if the participants have given their consent.
- i) The principle of mutual consideration applies. Land and buildings must always be treated as intended and with care and used with the most economical use of resources and materials.

#### **4. Advertising and Distribution of Products / Billposting**

- a) Any commercial activity and advertising as well as the distribution of products is generally prohibited in the entire area of the MDC (value limit: 20 Euro). Exceptions require the approval of the board or its representative. For staff representatives, approval for informative material within the scope of the statutory duties of the staff councils is deemed to have been granted.
- b) Posters, notices, announcements, messages etc. may only be displayed on the notice boards provided for this purpose or in showcases. The content and object of the presentation may not violate fundamental rights and must not damage the reputation of the MDC. Postings relating to certain events must be removed by the organizer no later than the second working day after the end of the event.
- c) Posters and placards may not be affixed to the windows or elevators. If necessary, the caretakers must have appropriate adhesive or clamping rails retrofitted for mounting on walls.

#### **5. Safety and Protective Measures**

- a) In order to ensure the safety of all persons and buildings, in addition to the generally applicable safety regulations, the special local instructions must be observed.



- b) When handling hazardous substances of all kinds, the applicable regulations (GefStoffVO, Brandschutzordnung) must be observed and implemented. The handling of open fire is strictly forbidden. This does not apply to process-related use, e.g. in laboratories. Exceptions require the approval of the fire protection officer.
- c) Escape and rescue routes must be kept unobstructed at all times.
- d) The function of all safety devices must not be restricted. Operational fire protection equipment (fire alarm and house alarm systems, fire extinguishers, hydrants, fire protection doors, etc.) must neither be damaged nor obstructed nor put out of operation unannounced.
- e) Holding (wedging, tying) and adjusting self-closing doors is prohibited.
- f) All incidents and conditions which endanger or could endanger safety must be reported immediately to the security guard.
- g) In the event of fire or disaster, the separate regulations and rules of conduct apply.
- h) Access to the technical centres is only permitted to authorized TFM-B employees, security guards, instructed personnel or expressly authorized and instructed personnel from external companies. Technical control centres are not to be used for storage and must be kept free of fire loads.

## 6. Liability

The MDC is liable for its own fault or the fault of its employees only in the case of willful intent and gross negligence (this limitation of liability is not applicable in case of injury to body and life). The MDC is not liable for third-party negligence (e.g. theft).

## 7. Use of Space

- (a) The MDC premises shall be used only in accordance with the room allocation.
- b) Equipment, furniture and furnishings may only be relocated from offices or buildings with the written permission of the responsible superior (in consultation with the room management).

## 8. Access

- (a) The MDC buildings are not public buildings.
- b) All doors shall be kept closed.



c) Access shall only be granted with appropriate authorisation. Staff and guests can obtain admission cards at the reception desk (on Campus Berlin-Buch in building 84). Further details, including the issue of guest cards, are governed by the MDC access regulations, which apply in addition.

d) All visitors to public events must register in advance at the reception desk.

e) Children are only allowed in the house if accompanied by an adult who has a permit (employees do not need a permit). This applies in particular to laboratories and marked security areas.

f) Access to the laboratories and operating and service rooms as well as to rooms marked accordingly is only permitted to authorized persons. Reference is made to the locking regulations.

## 9. Rules of Conduct

The following provisions apply to all employees of the MDC and to persons working on behalf of the MDC for the duration of their stay on the premises.

a) Private events for special occasions outside office hours must be coordinated in advance with the Central Services Department and, if applicable, the AG management.

b) The consumption of alcoholic beverages is generally not permitted at the workplace other than private during events. Each person is responsible for maintaining safety and order. Work under the influence of alcohol, recreational drugs or other intoxicating substances is not permitted.

c) The use of untested electrical devices and equipment is not permitted.

d) The keeping, bringing along and feeding of animals within the scope of the house rules is generally not permitted. Exceptions apply to guide and assistance dogs for the blind, rescue dogs, police service dogs and guard dogs, as well as to animals used for teaching and research. Further exceptions must be discussed with the board in individual cases. When crossing of outdoor areas of the MDC Berlin-Buch, dogs must be kept on leads and the Berlin Dog Regulations applies. Dogs are not permitted on the grounds of the Berlin-Mitte site.

e) In the corridors, in the laboratories and in the atrium, the placement of plants is generally not permitted. This also applies to the wearing of headphones that do not serve the purpose of occupational safety.



## 10. Exemptions

a) For public events of general interest, the laboratories and open spaces may be made accessible to the general public with prior permission, limited in time, with access control and in compliance with all safety regulations, this applies in particular to the "Long Night of the Sciences". Please refer to the special regulations for the MDC.C.

b) The stay of employees in their free time at their workplace or in other rooms or on other areas of the MDC can also be approved, whereby compliance with all regulations is required, this applies in particular to the regular "Beer Hour".

In individual cases, barbecuing on the open spaces of the Campus in Buch can also be permitted by registering with Campus Berlin Buch GmbH, provided that all safety-relevant regulations are complied with; this applies primarily to events organised by working groups or departments.

c) All exceptions must be obtained in advance from the Central Services Department. If access to the laboratories for private persons is requested, ABS must be involved.

## 11. Leaving the Premises / Liability for Losses

(a) on leaving the premises

- working documents, official stamps, forms, files, etc. must be protected from access by third parties,
- working spaces must always be locked and left in a safe condition,
- electrical appliances such as toasters, microwaves and coffee machines, which are not operated outside working hours, must be disconnected from the mains or switched off.

At the end of all events, doors and windows must be shut, gas and electricity must be disconnected, water and lights must be turned off.

(b) In laboratory areas, the separate provisions laid down in the General Laboratory Regulations must be complied with. In particular, laboratory doors shall be kept closed.

c) Equipment and other supply systems, e.g. electrical switchgear, must be used only for their intended purposes. Anyone who intentionally or negligently causes damage is obliged to pay damages and will be prosecuted under civil and/or criminal law if necessary.

## 12. Special Provisions for Traffic and Parking Regulations

a) Access to MDC premises is only permitted via the designated access areas. Please refer to the access regulations of the MDC for admission cards. Access areas with special security



markings (laboratories, including technical areas, etc.) may only be entered by authorized persons or accompanied by such persons after registration.

b) On the MDC premises, the German Road Traffic Regulations (StVO) as well as the traffic signs and road markings attached to them apply. The maximum speed of 30 km/h must be observed.

c) The areas marked for the fire brigade must be kept clear at all times.

d) Parking is only permitted in the designated parking areas.

e) The MDC accepts no liability for damage to parked vehicles and bicycles, unless there is deliberate or grossly negligent conduct on the part of MDC employees.

f) For the Campus Berlin-Buch, the Campus Berlin-Buch Parking Regulations shall apply in addition.

### **13. Supplementary Provisions for Berlin-Mitte**

Access to lawns and green areas is strictly prohibited unless they have been expressly designated for this purpose.

The use of bicycles, city scooters, skate boards, inline skates and similar in the buildings, including the cellar levels, on footpaths and on the forecourt is not permitted.

Children are only allowed on the premises if accompanied by an adult who has a permit (employees do not need a permit). This applies in particular to laboratories and marked security areas and to visiting the roof terrace of the BIMSB.

Vehicles are not permitted on the premises. In special exceptional cases, a permit can be applied for (at TFM-B, object manager).

Barbecuing on the roof terrace is only permitted with special permission from the TFM-B department (property managers).

### **14. Supplementary Regulations for the Animal Houses 63, 84.1, 31.5 and PRC (Campus Berlin-Buch)**

The "Access Concept for Animal Husbandry at the Max Delbrück Center - Campus Berlin-Buch" (Annex 1 to the House Rules), which can be viewed in the animal houses, additionally applies to the animal houses.



**15. Supplementary Regulations for House 83 (MDC.C; Campus Berlin-Buch)**

For the MDC.C as an event building of the MDC, the sample rental agreement together with the General Terms and Conditions of Rental shall apply in addition as Annex 2 to the House Rules.

**16. Supplementary Regulations for Building 88 (MRT Building; Campus Berlin-Buch)**

Visitors to the MRT building are asked to familiarise themselves with the safety instructions.

**17. Final Provisions**

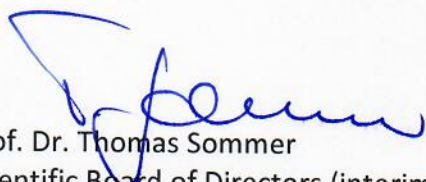
The heads of the departments and working groups are instructed to inform the employees of these House Rules in their area of responsibility.

Copies of these Rules are to be displayed in the MDC buildings.

These House Rules come into force upon signature.

Berlin, 31.8.2020

MAX-DELBRÜCK-CENTRUM  
FÜR MOLEKULARE MEDIZIN  
IN DER HELMHOLTZ-GEMEINSCHAFT



Prof. Dr. Thomas Sommer  
Scientific Board of Directors (interim)



Prof. Dr. Heike Graßmann  
Admin. Board of Directors