# BI Code of Conduct Policy

1. BI Users will follow the BI safety program and affiliated policies and SOPs.
2. BI Users will be courteous and respectful to other users and BI staff.
3. Food and drink, consumption and storage, smoking, applying cosmetics, and removing/inserting contact lenses are prohibited within the BI laboratories.
4. Backpacks, outside clothing and other personal items will be stored outside the lab area.
5. BI Users will keep work area clean and tidy.
6. BI Users should not be wearing gloves on common surfaces, such as door handles, equipment interfaces and computer keyboards.
7. Open flames are prohibited.
8. Self-experimentation is prohibited.
9. BI Users should keep electronic devices, and personal items, to a minimum, given the biohazardous rating of BI facilities.
10. Phone calls should be taken in the hallway to avoid disrupting other users.
11. Users will refrain from listening to music aloud in BI laboratories.
12. Users will NOT use BI inventory, chemicals or glassware without prior permission.
13. Users will NOT use other lab group’s inventory, chemicals or glassware without prior permission.
14. Users will not troubleshoot BI equipment errors or issues without prior permission from a BI staff member.
15. Users should wash hands often and prior to leaving BI laboratory area.
16. Users should disinfect items, and/or use Lysol wipes when removing from BI laboratories.
17. Failure to abide to any BI policy will result in an infraction. Refer to the BI Infraction Policy.