AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

School of Humanities and Fine Arts
Laboratory of Phonetics and Oral Interpretation

CODE OF CONDUCT

FOR THE LABORATORY OF PHONETICS AND ORAL INTERPRETATION

Approved by:
Dean of the School of Humanities and Fine Arts
Dr. Adam Świątek

Date:
December 01, 2024

Location:

Room 205, Okopowa Street 59, Warsaw, Poland

Issued by:
The Head of the Laboratory of Phonetics and Oral Interpretation
School of Humanities and Fine Arts
University of Economics and Human Sciences in Warsaw

WARSAW – 2024

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INTRODUCTION

The **Code of Conduct** outlines the behavioral expectations for all Laboratory of Phonetics and Oral Interpretation users. Adherence to these guidelines ensures a professional, respectful, safe teaching, research, and collaboration environment. Non-compliance with the Code of Conduct may result in restricted access, disciplinary action, or further penalties.

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1. GENERAL PRINCIPLES

1. **Respect for Others**:
   - Treat all laboratory users, staff, and faculty with courtesy and respect.
   - Maintain a collaborative and inclusive environment free from discrimination, harassment, or intimidation.
2. **Professional Behavior**:
   - Always conduct yourself professionally, respecting the laboratory's purpose as a space for learning and research.
3. **Compliance with Rules**:
   - Follow all laboratory policies, including Health and Safety Protocols, Access Policy, and Training Guidelines.
4. **Accountability**:
   - Take responsibility for your actions, including proper use of equipment and adherence to laboratory schedules.

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2. LABORATORY ETIQUETTE

1. **Punctuality**:
   - Arrive on time for scheduled sessions and vacate the laboratory promptly when your session ends.
2. **Noise Levels**:
   - To avoid disturbing others, keep noise to a minimum. Use headphones where necessary and speak in low tones.
3. **Workstations**:
   - Use only your assigned workstation and equipment during sessions.
   - Do not tamper with or rearrange shared resources without prior approval.

4. **Cleanliness**:
   - Leave your workstation clean and organized.
   - Dispose of waste properly and ensure shared equipment is ready for the next user.

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3. USE OF EQUIPMENT

1. **Authorized Use Only**:
   - Use laboratory equipment only for its intended academic or research purposes.
   - Ensure that you have completed the required training before operating any specialized equipment.
2. **Care and Maintenance**:
   - Handle all equipment with care. Report any malfunctions, damage, or safety concerns immediately to the Laboratory Coordinator or technician.
   - Do not attempt unauthorized repairs or modifications.
3. **Reservations and Time Limits**:
   - Adhere to your reservation times for equipment and workstations.
   - Inform the Laboratory Coordinator if you require additional time or need to cancel your session.

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4. PROHIBITED ACTIVITIES

1. **Misuse of Equipment**:
   - Do not use equipment for personal, non-academic purposes or for activities that could compromise its functionality.
2. **Food and Drink**:
   - Eating or drinking is not permitted in the laboratory to prevent damage to equipment.
3. **Personal Devices**:
   - Avoid using personal electronic devices (e.g., phones, tablets) unless explicitly authorized for laboratory tasks.
4. **Disruptive Behavior**:
   - Refrain from loud conversations, inappropriate language, or actions that disrupt others' work.
5. **Unauthorized Access**:

- Do not allow unauthorized individuals into the laboratory. Ensure all users present have valid authorization.

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5. SAFETY AND EMERGENCIES

1. **Health and Safety**:
   - Follow all Health and Safety Protocols, including the use of safety equipment and knowledge of emergency procedures.
2. **Emergency Evacuations**:
   - Familiarize yourself with the emergency evacuation routes and assembly points.
3. **Incident Reporting**:
   - Report any accidents, injuries, or safety hazards immediately using the **Incident Report Form**.

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6. COMMUNICATION AND FEEDBACK

1. **Feedback on Laboratory Operations**:
   - Share suggestions for improving laboratory operations or equipment with the Laboratory Coordinator.
2. **Reporting Issues**:
   - Address any concerns regarding equipment, scheduling, or behavior to the Laboratory Coordinator in a professional manner.

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7. DISCIPLINARY MEASURES

Non-compliance with the Code of Conduct may result in:

1. **Warnings**:
   - Verbal or written warnings for minor infractions.
2. **Temporary Suspension**:
   - Loss of laboratory access privileges for repeated offenses.
3. **Permanent Revocation**:
   - Permanent loss of access for severe violations, such as intentional damage to equipment or harassment.
4. **Further Disciplinary Action**:
   - Escalation to university authorities for serious breaches of conduct.

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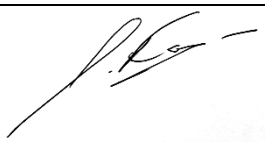
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FINAL NOTES

The Laboratory of Phonetics and Oral Interpretation is a shared resource for learning, innovation, and collaboration. Adhering to this Code of Conduct fosters a positive and productive user environment.

For any questions or concerns, contact:

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HEAD of the Laboratory of Phonetics and Oral Interpretation		dr Yan Kapranov

December 01, 2024