

Swiss Institute for Translational  
and Entrepreneurial Medicine

siteminsel

# House Rules

sitem-insel AG

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In the event of contradictions between the German original and  
the English version the German version shall prevail

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## **1. INTRODUCTION**

### **1.1 Aim and Purpose**

These house rules form a basis for the optimal use of the building infrastructure of sitem-insel AG, Freiburgstrasse 3, 3010 Bern. They regulate the principles of use and behavior in the building in a binding manner.

### **1.2 Scope of Application**

These house rules apply to all persons who are present on sitem-insel's premises.

### **1.3 Enforcement / Escalation**

The CEO, the Director Centralized Services, and the Technical Operations Manager/Security Officer (SIBE) of sitem-insel AG shall be responsible for enforcing the house rules. In the event of their violation, appropriate sanctions may be taken.

### **1.4 Implementation**

The house rules come into force on May 1st, 2019. The SIBE of sitem-insel AG shall be responsible for updating the house rules.

## **2. OPENING HOURS**

The sitem-insel's building has the following opening hours:

Monday to Friday 07.30 - 18.30.

Special opening hours may apply on or before holidays and as needed.

If necessary, the CEO, the Director Centralized Services, or SIBE of sitem-insel AG may order different opening hours.

The employees of the platforms (tenants) are responsible for ensuring that the doors belonging to their rental surface are closed when leaving the workplace.

## **3. SAFETY (BASED ON SAFETY CONCEPT)**

In case of emergencies please behave according to the emergency and safety concept of sitem-insel AG.

### **3.1 Duty of Identification**

In the sitem-insel building, a general identification requirement applies to all employees for access to the building (see 3.2 Key and badge).

### **3.2 Key and Badge**

The tenants' rental surfaces are only accessible via badge. Some individual doors are equipped exclusively with key cylinders. Keys and badges are handed out upon request, which must be submitted to sitem-insel AG by the person responsible for the badge of the respective platform (tenant) using the respective form. Only the responsible persons decide on the issuance of access.

It is prohibited to create duplicates of keys and / or badges.

Any loss of badge and / or key must be reported immediately to the person responsible for the badges and / or security of the platform (tenant), who reports the loss to the SIBE of sitem-insel AG.

Badge applications are forwarded to the Meeting & Info Point of sitem-insel AG, where the badges

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are issued against a receipt.

Badges are personal and may neither be lent nor passed on.

The person responsible for the badge or security of the platform (tenant) is solely responsible for handing over keys in the rental areas.

### **3.3. Fire Prevention**

Fire prevention guidelines must be strictly adhered to. Escape routes such as corridors, stairwells, and escape doors must not be obstructed or locked.

Potential sources of fire (printers, combustible furniture, etc.) may not be placed or stored in escape routes such as corridors, stairwells, and escape doors.

Any defects found in fire protection systems or fire extinguishing equipment and furnishings in the general areas that are not ready for use must be reported immediately to the SIBE of sitem-insel AG. On the rental surfaces, the safety officer of the respective platform (tenant) is responsible for compliance with the fire protection guidelines.

Work and cargo handling that could result in increased fire risks must be reported in advance to the SIBE of sitem-insel AG.

### **3.4. Defibrillator**

A portable defibrillator is available in the first-aid room (E0.301). A second device is located at the Meeting- and Info Point.

### **3.5. Security against Theft**

The storage of valuables is the responsibility of the users (tenants, visitors). Valuables, money, etc. should be kept out of sight and away from tables, shelves, etc. Thefts in public areas should always be reported to the police by the damaged party.

## **4. COMMON AND TENANT -SPECIFIC USE OF SPACE**

### **4.1. Common Areas**

The sitem-insel building has common areas that are available to all tenants. They consist of meeting rooms, communication areas on all above-ground floors, general circulation areas on the ground floor, exterior floor areas, locker room and shower rooms (U1), waste disposal, mail distribution, server room, and gas supply rooms. For rooms with special safety regulations (e.g., server and gas supply rooms), corresponding access restrictions apply, for which the SIBE of sitem-insel AG is responsible.

### **4.2. Platform Areas (Tenant Surfaces)**

The platform surfaces are exclusive to the tenants and the use and risk of these surfaces are the sole responsibility of the tenants. They are solely responsible for the maintenance and upkeep of their premises, which includes the responsibility for taking safety precautions, complying with, and enforcing safety regulations that pose a risk to people and the environment.

A person responsible for safety and his/her deputy must be appointed for each tenant and this person must be notified in writing to the SIBE of sitem-insel AG.

For coordination of tenant-specific regulations and the safety and building regulations, please contact the SIBE of sitem-insel AG.

### **4.3. Use of Meeting Rooms**

The public communication zones and meeting rooms in sitem-insel can generally be used by all tenants. Reservations are required for the meeting rooms.

For larger events, the lecture rooms (E0.211, O2.214) and the larger meeting room (E0.427B) of sitem-insel AG can also be rented, depending on availability.

Requests to this effect must be made in writing to sitem-insel AG.

The meeting rooms and their IT infrastructure and furniture are to be used with care. Please leave the rooms in accordance with the illustration in the respective room. IT infrastructure and furniture may not be removed from the meeting rooms.

### **4.4. Furnishing in Public Areas**

The furniture in the public areas (e.g., atriums E0.901 A-C and communication areas O1-O4.901 A-D) is provided to the users by sitem-insel AG. Chairs, benches, and tables must always be left in place or returned to their original location after temporary use for other purposes.

### **4.5. Catering at sitem-insel**

The restaurant "Flavour Kitchen" (operated by "zfv Unternehmungen") is responsible for catering in the sitem-insel's building.

The opening hours are the responsibility of "Flavour Kitchen".

The restaurant area on the ground floor (E0.214) as well as the restaurant area outside the building are reserved for exclusive consumption of the offer of "Flavor Kitchen". Your own catering may be enjoyed at any time in all atriums, in the communication zones on the floors and in the outdoor area in U1.

Apéro events can be held in the restaurant, in the communication zones on the floors or in the tenants' own areas.

All rooms relevant to catering must be left in clean and tidy condition after use. The users are responsible for taking appropriate measures.

### **4.6. First-Aid Room, Nursing Room and Baby Change Unit**

A first-aid room is available on the first floor (E0.301). Minor cases can be reported to the Meeting and Info Point and treated in the first-aid room. In the event of an emergency, the ambulance, fire department and / or police can be alerted via the public emergency numbers.

The first-aid room also has the function of a breastfeeding room and is available for the time of breastfeeding.

The baby change unit is located on the ground floor in the WC for disabled persons (E0.611) between the passenger lifts at the main entrance East (side of the Meeting- and Info Point).

### **4.7. Parking Spaces**

In sitem-insel, both permanent rental parking spaces and public parking spaces for cars are provided.

Parking spaces for bicycles are available in the outdoor area in the south of the building at level U1 (U1.964). Parking of motorized two-wheelers is not permitted due to exhaust emissions. Public parking spaces for motorized two-wheelers are in the surrounding area.

Additional paid parking spaces for external employees and visitors are available in the surrounding parking garages.

#### 4.8. Delivery

Due to the limited space available for deliveries and the availability of the goods elevator, deliveries must be registered in advance with the SIBE of sitem-insel AG.

#### 4.9. Waste Disposal

The sitem-insel and its cleaning partner ISS Facility Services AG aim to recycle as much as possible. For this purpose, waste separation systems (PET, aluminum, paper, waste) are available in the general zones on each floor. Additional waste collection points for packaging, glass, metals, and especially chemical and biological waste are available on the ground floor in rooms E0.505A-D.

Hazardous waste / dangerous goods and contaminated waste must be disposed of in the waste containers provided for this purpose (in rooms E0.505A-D) and the containers must be labeled according to the source. Unlabeled or unsealed containers will not be disposed of.

Waste producers are responsible for proper storage and disposal. The document "Entsorgungskonzept\_sitem" applies.

#### 4.10. Showers

Showers are available to employees on the first basement floor (U1.504 and U1.505).

Users are required to leave the showers clean and tidy.

The shower area may not be used as a permanent dressing room. Athletic shoes and clothing may not be left in the shower area. They are to be removed after each use.

#### 4.11. Cleaning

The platform operators (tenants) are responsible for cleaning the platform areas (rental surface). Exceptions are the areas of the smallest rental parties, the cleaning of which is organized by sitem-insel AG.

The sitem-insel's cleaning partner is ISS Facility Services AG.

### 5. BUILDINGS AND INSTALLATIONS

#### 5.1. Lockers

The lockers on the first floor (E0.302) are available to sitem-insel tenants and visitors. sitem-insel AG accepts no liability for the contents of the lockers.

The lockers may be used for a maximum of 24 hours and must be released afterwards.

sitem-insel AG reserves the right to open lockers used for longer than 24 hours and to remove the contents from the locker.

Lost keys must be reported immediately to the Meeting & Info Point or to the technical operations management. In the event of lost keys, a flat administration fee of CHF 50 will be charged.

#### 5.2. Concrete Walls

The concrete walls in the building have a load-bearing function. Attachments of any kind, such as furniture, racks, or pictures, must be discussed in advance and require the approval of the SIBE of sitem-insel AG. Drilling is not permitted for structural reasons.

We also ask the tenants to refrain from using adhesive strips for fastening.

#### 5.3. Glass Walls

The sitem-insel building is characterized by a transparent architectural design. It is not intended to

use glass surfaces in any other way than with the already provided lettering and visual protection. Foiling in the laboratory area as well as exceptional solutions in general require the approval of the Director Centralized Services of sitem-insel AG.

#### **5.4. Parquet Flooring**

In case of transports, the parquet floor in the general areas, in particular in case of deliveries on pallets, in the area of the goods lift and the corridor shall be protected against damage by suitable measures (e.g., tile, wooden boards or lift trucks with coated wheels). The SIBE of sitem-insel AG must be notified of any such need in good time so that appropriate support measures can be taken. The party responsible is liable for any damage to the parquet floor caused by logistical measures.

#### **5.5. Use of Microwave Ovens**

Microwave ovens are not permitted on public areas, in the general area, and in the communication zones.

In the kitchen modules (O1-04.901A and O1.-O4.901D), a maximum of two microwave ovens per kitchen module is permitted. Their installation requires approval by the SIBE of sitem-insel AG.

sitem-insel AG reserves the right to have the microwave ovens removed from the kitchen modules in the event of conflicts between the tenants, olfactory pollution, or other disturbances.

## **6. GENERAL PROVISIONS**

### **6.1. Smoking Restrictions**

Smoking is generally prohibited in and around the building of the sitem-insel. This extends to all interior spaces as well as to the exterior space (U1.964) near the bicycle parking spaces.

Smoking is permitted on the side of Freiburgstrasse in the public area and in the outside area of the restaurant.

### **6.2. Hygiene**

Each user of the sitem-insel's building shall ensure that the conditions in the building are as hygienic as possible. Particularly in the public and general areas such as the communication zones, which may be used by all tenants, mutual attentiveness and consideration apply.

### **6.3. Room Signage System**

Room signage is subject to the CICD concept of sitem-insel AG. The housekeeping service and the sitem-insel staff will be happy to help with any questions regarding compliance with the concept.

### **6.4. Pets**

The keeping of pets in the rental area is the responsibility of the respective tenant. Exceptions are the keeping of guide dogs and service dogs. Pets are generally allowed in the public areas on the ground floor.

## 7. SIGNATURES

These house rules are released:

Bern, January 2021



**Simon Rothen**  
CEO



**Christian Rosser**  
Director Centralized Services