



Code of Conduct, Elvesletta Student Learning Area

This learning area is a working space for UNIS students. Users should be treated with consideration and in a similar fashion to rooms in the UNIS building.

Access

- Access is restricted to between 06:00 AM to 24:00.
- This learning area is for UNIS students or UNIS related activities. Other activities require permission from UNIS.

Noise

- Consideration must be shown to other learning area users.
- Conversations must be kept at a quiet level.
- Mobile phones should be set to silent mode before entering the learning area.
- Mobile phone calls are only permitted in kitchen zone if they do not cause disturbance to other users. In general phone calls should be taken outside of the learning area.

Use of work stations

- Work stations must be made available to others when you have completed your work. Do not leave items on the desk or chairs. Tidy the desk to enable others to use it if you intend to leave the work stations for more than 30 minutes.

Eating and drinking

- Consumption of alcohol is banned in the learning area.
- Cold snacks and hot or cold drinks are permitted, but hot food must not be consumed except in the kitchen zone.
- All litter should be disposed of in the bins provided and work stations should be kept in a tidy condition.
- Nothing must be stored in the fridge overnight.
- All items in the fridge must be labelled with owner's name.

To ensure your own security and that of your belongings

- Familiarise yourself with the fire alarm and evacuation routes.
- No open flames allowed, e.g. candles.
- Do not leave your property and valuables unattended.
- Do not leave entrance doors propped open.

Abusive behaviour and harassment

- Abusive behaviour will not be tolerated and will result in an immediate ban from the learning area. Such behaviour includes:
 - Shouting and/or use of aggressive or inappropriate gestures.
 - Threatening behaviour or physical harassment.
 - Comments intended to discriminate on the basis of race, gender, sexuality, disability, religion or any other grounds.

Theft and vandalism

- If you discover that property or equipment has been vandalised, report it to UNIS immediately. See points of contact.
- Vandalism is subject to disciplinary action.

Contact details

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|---|-----------------|------------------------|
| UNIS Reception | +47 79 02 33 00 | RECEPTION@unis.no |
| Out of working hours UNIS duty officer | +47 95 28 35 11 | |
| Student Room User Group (Student council) | | STUDENTCOUNCIL@unis.no |
| Police | 112 | |
| Ambulance | 113 | |
| Fire | 110 | |

Action taken after a breach of the code

- Serious or persistent breaches of the Code of Conduct may result in suspension from the use of and access to the learning area and resources and will be dealt with under the UNIS' disciplinary procedures.

Student Learning Area Group

- Organized by the Student Council.
- Daily responsibility to ensure the smooth running of the learning area in collaboration with UNIS learning area responsible staff.
- Organise booking of work stations close to monitors (if decided this is desirable).
- Organise the booking of the large monitors for free-time activities.
- Liase with UNIS when the learning area is required for other uses, for example by Lokalstyre.
- Liase with UNIS regarding use of the learning area and information exchange.