

AML Code of Conduct

LAB BEHAVIOR

- Always conduct yourself responsibly, and professionally
 - o Use appropriate language
 - o Be punctual for meetings and considerate of others' time
 - o Accept responsibility of your mistakes and learn from them
- Everyone should feel comfortable working in the lab
 - o Everyone that enters the lab deserves equal respect
 - o Everyone should be able to express their opinions without judgement
 - o Learning is a priority – give others a hand when they need it
- Teamwork is encouraged
 - o Stay open minded to other people's ideas and suggestions
 - o Actively try to understand others' point of view
 - o Share experiences that may be helpful to others
 - o We can all learn from one-another, no matter how much educational or career experience people have
- The AML should be an inclusive environment. Please speak up if you notice any issues.

USING THE WORKSPACE

- Equipment and tools must be handled properly and returned to the correct place after use.
- Workspaces must be cleaned up after use, and left in good shape for the next person.
- The last person to leave the lab must turn off the lights and make sure everything is shut down.
- CNC machines and material characterization equipment require booking to use.
 - o Please show up for a scheduled booking time.

MAINTAINING A SAFE WORK ENVIRONMENT

- Training is required prior to use of CNC machines
 - o Barry will determine whether you can operate the machines alone
 - o A second person must be in the lab while using CNC
- When operating machines, power tools, or the solder station the following PPE and precautions must be taken:
 - o Closed toed shoes
 - o Safety glasses
 - o Long hair must be tied back
 - o Gloves, rings, watches and loose clothing should not be worn
- Use caution and common sense, and ask for help if you are unsure how to use any equipment

If you feel as though any of the above statements are not being met, or any other problems arise, please speak up when necessary. If you see something inappropriate happening, a gentle reminder of the Code of Conduct is a first response. If an issue persists, please contact Dr. Deiab or Barry Verspagen.