

ALL USERS MUST READ THIS CODE OF CONDUCT CAREFULLY BEFORE USING MSIP FACILITIES, SERVICES AND MSIP EQUIPMENT

MSIP Facilities, Services and MSIP Equipment must all be used in accordance with this Code of Conduct.

All Lab Users must read the following rules carefully and ensure that you always comply with them. If you do not agree to this Code of Conduct, please do not use our Facilities, Services, or MSIP Equipment. If you see any behaviour that you feel goes against this Code of Conduct, please reporting it to MSIP staff.

All capitalised terms used in this Code of Conduct have the same meaning as in the MSIP Innovation Labs Terms and Conditions of Use unless otherwise indicated.

What to do when using MSIP's Facilities, Services and MSIP Equipment:

1. All Lab Users must comply with all of MSIP's health and safety and security policies at all times. A copy of these will be provided to you as part of your health and safety induction and training and are available from MSIP at any time on request. They will also be available within the Shared Spaces in the Innovation Labs.
2. Please inform MSIP immediately if you become aware of any risk or danger relating to a MSIP Facilities, Services or MSIP Equipment and follow any instructions given to you.
3. Please obey all applicable laws, regulations, codes and industry standards relevant to your use of the MSIP Facilities, Services and MSIP Equipment or your product/project.
4. Please tell us immediately about any accident, near miss or malfunction of the MSIP Facilities, Services and MSIP Equipment.
5. Please always follow our instructions when using MSIP Facilities, Services and MSIP Equipment.
6. Please always respect all members of MSIP staff and other Lab Users and contribute to a professional work environment.
7. Please always leave MSIP Facilities, Services and MSIP Equipment in a clean and tidy condition.
8. Please reduce your environmental impact when designing your product, delivering your projects and/or using MSIP Facilities, Services and MSIP Equipment by taking steps to minimise waste and recycle materials where you can.
9. Please declare any hazardous substances and demonstrate suitable and sufficient measures are in place to control, manage and prevent any leak, spill or similar to the atmosphere, ground or any water sources.

What not to do when using MSIP's Facilities, Services and MSIP Equipment:

1. Don't carry out any illegal or fraudulent activities.
2. Don't manufacture products for sale.
3. Don't carry out any obscene, inappropriate or age-restricted activities or activities that could damage our reputation.
4. Don't use, do or store anything that could be dangerous to any person.
5. Don't use or store any goods which have been illegally imported or not authorised for use in the the UK.
6. Don't use MSIP Equipment if there is a malfunction or you have any concern as to its safe operation and notify a member of MSIP staff immediately.
7. Don't damage, alter or rearrange MSIP Facilities, Services and MSIP Equipment or affect other Lab Users ability to use these.
8. Don't offer bribes or rewards to anyone
9. Don't do anything that we tell you not to.
10. Don't consume, sell or supply alcohol.
11. Don't allow children under the age of 18 to be in MSIP Facilities, Services and MSIP Equipment
12. Don't share or allow someone else to use your access details.
13. Don't represent yourself as working for or representing MSIP.
14. Don't take photos or videos of anything outwith your own allocated Lab.
15. Don't use MSIP name, logos or branding without our prior consent.
16. Don't knowingly infringe the intellectual property of any third party when developing your product or project.
17. Don't host events in the MSIP Facilities.

A failure to follow this Conduct of Conduct may result in cancellation of your booking.