

General house rules
for premises owned by
Leibniz-Zentrum für Marine Tropenforschung (ZMT) GmbH
(hereinafter referred to as ZMT)

I. General section

ZMT considers itself a centre for scientific research and respectful collaboration. Everyone at ZMT is committed to fostering an atmosphere of mutual respect. Cultural diversity is seen as a valuable asset to ZMT's work and is actively encouraged.

§ 1
Scope

These house rules apply to all persons staying on the premises currently used by ZMT and those it may use in future, and are deemed to have been accepted upon entry. Any exceptions to these house rules – including partial exceptions – require the prior consent of the management.

1. ZMT premises are intended for the fulfilment of the institute's tasks. Staying there for any other purpose is not permitted.
2. Additional regulations may apply to individual buildings, parts of buildings and laboratories.

§ 2
Right to control the premises

The management is entitled to control the premises. This right may be delegated to other persons for a limited period of time. The head of technical services, the locking service and the security service are also entrusted with the enforcement of this right. They may

- give reasonable instructions and take measures to maintain safety and order,
- issue verbal or written orders to leave the premises.

The management may have any damage repaired at the expense of the person responsible.

The works council shall be informed of any measures taken.

§ 3
Authorised access / opening hours

1. Only employees, guests and visitors may access ZMT premises for business or information purposes. Persons without a legitimate interest may be asked to leave the ZMT premises.
2. The buildings are generally open Monday to Friday from 6:00 am to 9:00 pm. Different arrangements may apply in individual buildings. The buildings must be kept locked outside

opening hours.

3. Any manipulation of locking systems may only be carried out by the technical services staff authorised to do so. This rule serves to ensure the safety of those persons working there.

§ 4

Safety and order

1. All ZMT buildings, equipment, devices and facilities must be used with care and strictly for their intended purpose. Bicycles must be parked in areas designated for this purpose.
2. The relevant statutory regulations apply within the institute premises, in particular the 'Strassenverkehrsordnung' (StVO) [*German Road Traffic Regulations*] and the 'Arbeitsstättenverordnung' [*German Workplace Regulations*]. Lighting fires or barbecuing requires the prior written consent of the management. Corridors, escape and rescue routes, safety facilities, assembly points and fire brigade access routes must be kept clear at all times.
3. Offices must be used for their intended purpose, i.e. the following are strictly prohibited in the office: storing samples and chemicals; keeping or parking bicycles; cooking and the use of open flames (including candles, incense sticks).
4. In the event that items need to be removed from the premises or offices in order to maintain their intended purpose, these will be stored in accordance with legal requirements and disposed of as necessary.
5. Personal electrical appliances must be checked by ZMT's electrical workshop and labelled with a corresponding, valid sticker.
6. The basic layout of the office furniture is strictly defined within the office spaces. Minor, temporary adjustments (e.g. moving chairs around for meetings) are permitted.

II. Working together and respect

§ 5

Environmental awareness and sustainability

The institute is committed to promoting environmental protection. All employees, guests and visitors are expected to act in a way that saves resources and is environmentally conscious. This includes energy-efficient behaviour, waste separation and the economical use of resources. Windows, lights and heating must be properly closed or switched off after use.

§ 6

Accessibility

All accessible facilities must be kept clear and in good working order.

§ 7

Smoking and drugs

Smoking, including the use of e-cigarettes, and the consumption of drugs are not permitted in

any of the ZMT buildings. The serving of alcohol, for example at events, requires prior approval from the management.

§ 8

Conflicts

Conflicts are resolved in a non-violent manner.

Should support be required in the event of a conflict, the works council, the equality office and the internal complaints office are available as trusted points of contact.

§ 9

Weapons

Carrying weapons of any kind is not permitted.

§ 10

Events

Events held on ZMT premises that go beyond the institute's normal operations require the prior approval of the management.

§ 11

Affixing posters, advertising structures, and the sale of goods

Posters, event notices, advertising structures, etc., from external providers or organisations, as well as the sale of goods and the installation of sales stands, require the prior consent of the management.

§ 12

Photography and filming

The taking of photographs and the recording of audio or video on ZMT premises for the purposes of reporting, publication or any other external use shall require prior approval from the management and/or the PR unit.

This does not apply to private photographs or internal documentary photographs, provided they are not published or made available to third parties.

Photographs in which individuals are identifiable may only be published with their prior consent.

The personal rights of individuals must be respected in all photographs.

III. Final provisions

Further guidance can be found on the ZMT intranet (Alfresco).

§ 13 **Lost property**

Any lost property shall be reported to the ZMT directorate as soon as possible.

§ 14 **Liability**

The institute shall only be liable for damage to personal belongings brought onto the institute's premises or into its buildings by staff, guests or visitors in cases of wilful misconduct or gross negligence.

The institute accepts no liability for the loss, damage or theft of personal belongings – in particular clothing, bags, bicycles or vehicles.

Employees and visitors are asked to keep a close eye on their personal belongings and to make use of the storage facilities provided.

§ 15 **Legal validity**

These house rules shall enter into force upon signing.

Bremen, 31 March 2026

Signed by:

Prof. Dr Raimund Bleischwitz

Scientific Director

Dr Nicolas Dittert

Administrative Director