

Code of Conduct

Ecological Code of Conduct NADEL/DEC

Heating

- We keep windows closed during heating periods.
- During the weekend and holiday absences, we turn radiator valves back down to a minimum.

Electricity

- We switch off the light when nobody is in the room.
- We switch off the light if daylight is sufficient.
- We shut down our computers and monitors when we leave the office after work.

Kitchen

- We don't waste food.
- We drink tap water (not mineral water).
- NADEL/DEC recycles PET and glass (we do our share and put it in the appropriate container).
- NADEL/DEC only offers tap water during workshops and conferences (not mineral water).
- NADEL/DEC only offers vegetarian food during workshops and conferences (and deals with complaints).
- NADEL/DEC buys bio-certified milk and sugar.
- NADEL/DEC buys Fairtrade coffee and sugar.

Paper

- We always print double sided and in black and white (only in rare exceptions, we use color).
- We always recycle paper.
- We don't print out emails.
- We aim to reduce printing of course material.
- NADEL/DEC buys eco-friendly office materials (pens, paper, etc.).

Travelling

- For up to 6 hours of travel time, we take the train to meet other academics. The train is a wonderful working place.
- We do everything to limit flying to overseas conferences. European conferences are great, as well.
- We only fly when there is no way to do the task without flying. We are creative!
- We only fly for a minimum of three nights abroad.
- We take the opportunity to meet many new people and ideas!
- NADEL/DEC pays for the emissions created by every flight we take. Please forward all booking details to Tabea.

Social Code of Conduct NADEL/DEC

Our Principles

- We appreciate diversity and cooperation.
- We treat everybody with the utmost respect.
- We try to support each other and our students at all times, especially when we are asked for help.
- We go the extra mile.

Our Opportunities

- NADEL/DEC covers the costs of German language courses for easier integration in Zürich.
- Children are always welcome in our building.
- We can always stay at home to take care of a sick family member.
- NADEL/DEC offers one month unpaid leave per year WITHOUT a special request or explanation (but it needs to be announced 6 months in advance).
- We can always spend a semester abroad at another university.
- NADEL covers the cost of a professional security and safety course for field research.

Our Commitment

- We always want to improve our teaching skills. NADEL members take at least one didactics course per year.

- For transparency, we try to make most final decisions (that concern more than one team member) during NADEL/DEC team meetings.
- We do everything to accommodate and support students with physical or psychological challenges in our MAS/CAS courses.
- Whenever a conflict arises, we address it immediately and directly with the person involved.
- We respect each other's time and office space.
- When we are sick, we stay at home and take a rest (and notify Tabea).
- Everybody needs a break. We take our holidays (and notify Tabea).
- We follow the NADEL/DEC security and safety research code of conduct during field research for our own safety.
- We do our share cleaning the kitchen and do not leave dirty dishes in the kitchen.

Our Activities

- Everybody organizes one social event for the group within three years. Tabea/Martina will help with the organization.
- We all go out at least once individually for lunch with new team members within the first three months of their arrival.

The following applies as well:

- [ETH Environmental Code of Conduct](#)
- [ETH Respect Code of Conduct](#)
- [ETH Scientific Code of Conduct](#)