

User Agreement

D-USYS Family Office (CHN D 50.3)

§1 General information and purpose of use

- 1.) With its family office, D-USYS wants to contribute to the compatibility of career and family life for D-USYS employees and D-USYS students. The family office is intended to enable employees and students to bring their child/children to the workplace under their own supervision, especially in the event of short-term or unexpected absence of supervision by a third party (e.g. sudden illness of the usual caregiver, short-term closure of the kindergarten, school cancelation etc.).
- 2.) The family office is open for working, learning, nursing and changing, to eat and play, as well as for breaks for all employees, students and guests with their child/children. If required, the room can be used as relaxation room during pregnancy.
- 3.) The room is equipped with an office desk (laptop and office supplies are not included and must be brought by the user), a cot, a nursing chair, a high chair, an electric kettle, a small play area and toys. There is a changing table in the accessible toilet on the same floor. A freely available microwave is also located on the same floor at the cafeteria "Zwei Grad Bistro".
- 4.) There is neither a legal claim for the usage of the room, nor to any specific equipment within the room.
- 5.) The equipment of inside the family office is the property of the Department of Environmental Systems Science of ETH Zurich.

§2 Liability

- 1.) In general, the following applies: The room is used for the independently organized child-care of the children of employees and students of D-USYS.
- 2.) Usage is free of charge. The user must however replace equipment if they damage it.
- 3.) The usage of the room is at the user's own risk.
- 4.) Children are not allowed to be in the family office without the presence of a parent/legal guardian. The obligatory supervision of the child/children is up to the parent/legal guardian present. Supervision should be increased in areas outside the family office, especially in corridors, sanitary facilities, etc.
- 5.) Neither D-USYS nor ETH Zurich are liable for damages due to a breach of supervisory obligations by the parent/legal guardian. This also applies to any damage of equipment and

items caused by children while not being properly supervised by their parent/legal guardian.

- 6.) The family office may not be used if the supervised child/children is/are suffering from a contagious disease (e.g. chickenpox, mumps, measles, scarlet fever, rubella) or an infectious disease (e.g. diphtheria, cholera, typhoid fever, tuberculosis, diarrhea). This also applies if the child is showing signs of a fever, or if the child has head lice.
- 7.) D-USYS is not liable whatsoever for the damage or loss of items brought from home.
- 8.) The contents of the first aid kit may only be used in an emergency.
- 9.) Diapers must be supplied by the parent/legal guardian and must be taken from the family office and disposed elsewhere.
- 10.) There is no accident insurance or liability insurance for the child/children.

§3 Registration and access authorization

- 1.) Before the family office can be used, the user agreement must be signed. It must be handed-in or sent by e-mail to Madlaina Gartmann. She will then include the applicant in the list of authorized users.

At the same time, a key request application has to be made (Madlaina Gartmann is key manager for D-USYS). The key can be picked up at the ISC desk (Information and Service Center, CAB) by presenting the ETH card.

- 2.) Because the family office has limited space, the available workspace can be booked using an outlook calendar. The reservation can be made and changed independently by the user. The parent/legal guardian's name and the number of children must be specified when making the reservation. The reservation is on a «first come, first serve» basis. For short-term use without prior registration, a late registration must be made on the same day in the outlook calendar.

§4 Code of conduct

- 1.) With her/his signature, the parent/legal guardian accepts the terms of use and agrees to leave the room in proper condition.
This includes, among other things, to clean up the room, diapers and leftover food must be disposed. It is not allowed to dispose used diapers and wipes in the waste bins of the family room. If textiles get dirty, cleaning must be carried out by the user herself/himself.
- 2.) All users are obliged to handle equipment and toys with care. Damages must be reported immediately to Madlaina Gartmann.
- 3.) All electronic devices, as well as the light, must be switched off when leaving the family office. The windows must be closed.

4.) It is not permitted to smoke, drink alcoholic beverages or handle open fire in the family office.

§5 Exclusion from the use of the family office

1.) If employees or students of D-USYS violate the User Agreement, they may be excluded from using the family office.

The terms of use are effective from 24 October 2018 onward.

For further information, please contact:

Madlaina Gartmann

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Sabine Meens

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I have read and understood the above User Agreement and will comply with these terms.

Name:

First name:

Address:

E-mail:

Phone:

Date

Signature