

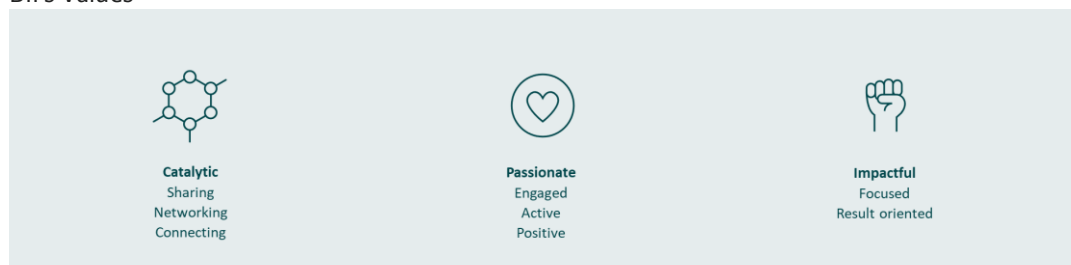


BII HOUSE RULES

Welcome to the BII Community

BII aims to cultivate a knowledge-sharing community of innovative, supportive, and passionate drivers of innovation. Our wish is that the BII building offers a great place to work and connect with fellow innovators. We expect all users to adhere to a culture of openness, collaboration, and knowledge sharing.

BII's Values



Facilities and Shared Spaces

Opening hours

The BII building is accessible for tenants 24/7 all year round. Outside office hours (between 16:00 PM to 8:00 AM and during weekends and public holidays) the building is accessible with a BII key card and personal four-digit access code.

Working Stations

BII's coworking spaces are designed with collaboration and community in mind. It's a great place to connect with colleagues, peers, and other start-ups. Sign up for a permanent desk, or simply rent a flex desk. Several Muteboxes are available on each floor for private calls and meetings.

Café Areas

The local kitchens on each floor are available for all members of the community – unlimited coffee and tea is available. The common fridge is cleaned periodically and all food items that are not clearly labeled or are placed in its own closed container will be thrown away. If the Coffee Machine tablet alerts, please refill milk/beans, or empty the coffee grounds. If you are unfamiliar with the process, please ask one of your colleagues or BII staff. Please note that you may not set up your own coffee machine in the shared kitchens.

The cleaning staff clean the kitchens every evening and start the dishwashers. Please take part in filling and emptying the dishwasher when needed. If you bring tableware from the canteen with you to the office, you need to return it to the canteen at the first opportunity since this will not be done by the cleaning staff.

Meeting Rooms

If you need to use one of the meeting rooms, remember to book it with the BII Booking system. Please write your name and company name under "Title". If you need to serve coffee or water to your guests, you can bring it from the

café area. When the meeting is done, all cups, bottles, etc. must be removed from the meeting room so that the next user can use the room. Please also delete any writing made on the white boards.

If you want to serve breakfast or lunch during a meeting, please only bring cold food (sandwiches and the like). And remember to clean up after the meeting. For larger meetings, and if you need to serve food, cake, or the like, you can book the meeting rooms on the ground floor. Catering can be booked directly via Mit.Symbion.dk.

Booking of Event Space

If you wish to host an event at BII, please contact the BII Community Manager Tina Chanruk Larsen, TLA@bii.dk.

Laboratory

The BII Shared Laboratory space includes waste handling, autoclaving, and common lab equipment for Life Science research, find the ever-growing list of equipment in the lab [here](#). The Lab Staff will arrange repairs and maintenance of equipment. Some Consumables are also included in the rent price, contact the Lab Staff to get the current list of supplies. There is a mandatory Lab Safety Course for new employees, and a mandatory monthly Laboratory meeting, where we discuss laboratory-related stuff. Ask the Lab-Staff to get further information.

Building Services

Reception

The reception is open on weekdays from 08:00 to 16:00, however, the reception closes at 15:00 on Fridays. The reception can help in the following matters:

- Postal services
- Receiving guests
- Ordering taxi
- Etc.

Cleaning

If you bring white tableware from the canteen with you to the office, please return these to the canteen at first opportunity since this will not be done by the cleaning staff.

Recycling

We encourage everyone at BII to recycle:

- Plastic
- Cans & bottles
- Paper
- Cardboard boxes
- Food

Most recycling bins/containers can be found in the kitchens or the delivery bay in the basement.

Reporting issues

For general building issues, please submit a ticket under 'Helpdesk' on MitSymbion.dk.

Onboarding new employees

Please ask every new employee to send an e-mail with the following information to Bo Heinemann (bhe@bii.dk):

- Full name
- Company name
- Phone number
- E-mail address

The CEO of your company will register you in MitSymbion (<https://mit.symbion.dk/login/>). Take your Access card to reception, to get it activated/connected to your account. This concerns access to building and floors, parking license, ground floor meeting room booking, and lunch.

Intranet

Your Team-leader will also invite you to our BII-Intranet, here you will find more important news e.g., about our daily life, service provider collaborators, our calendar with events and a complete list of your fellow BII innovators. Please upload a picture of yourself. Link: [BII Intranet \(bii-intranet.dk\)](https://bii-intranet.dk)

Community Onboarding

A Community Onboarding session is offered every month right after the Community Townhall Meeting to all new employees and students in the building. Newly registered employees will receive an invitation automatically. During the onboarding new employees are introduced to practical information and the building. For more information, please contact the BII Community Manager Tina Chanruk Larsen, TLA@bii.dk.

Offboarding employees

If an employee leaves your company, please let us know the date of their last day. When the person has left, please return his or her key card to the BII Facility Team. Also, please ensure to:

- Return key to lockers.
- De-register from Intranet and mit.symbion.dk.
- Cancel your parking (if applicable).

Other

Protecting your confidential information

Remember that you are responsible for your (company's) IP and confidential information – clean your desk and lock your devices when leaving your desk.

Smoking and alcohol at BII

In general, we don't serve or drink alcohol at the BII premises. Dispensation can only be given by BII's CEO, Jens Nielsen.

Emergency Plan



In case of fire: leave the building through the staircases and gather at the grass-wall next to the BII Flag. Tell the BII Staff if someone from your team is missing.



If water pours from the ceiling: Tell BII Staff and/or call 2268 9408



Defibrillator: At the COBIS reception.



First aid kit: Green boxes spread throughout the facility. Contact BII Staff for replenishment.



Emergency: Call 1813 and make an appointment, or 112 in urgent cases (Address: Ole Maaløesvej 3 [your floor]) and notify the reception



Work environment: Send an e-mail to workenvironment@bii.dk if you experience any **unpleasant or inappropriate behavior**. Your e-mail will be treated with confidentiality by BII P&O and BII Legal.