IKERBASQUE GENERAL PROTOCOL

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1. PURPOSE AND SCOPE

The purpose of this protocol is to establish rules for the use, access and operation of the Ikerbasque building, in order to ensure safety, proper organisation and harmonious coexistence among the different entities housed in it.

This document is mandatory for Ikerbasque staff, the entities resident in the building and any duly authorised external personnel.

It also complements other specific protocols that regulate aspects of the use of the building.

2. BUILDING ENTRANCES AND OPENING HOURS

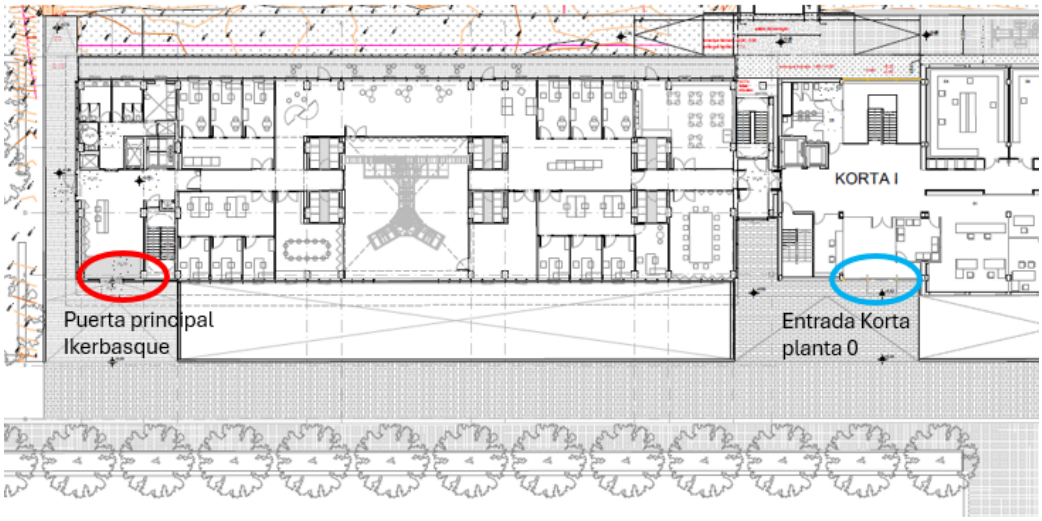
2.1. General access

Access to the building will depend on the entity to which each person belongs.

Access is divided as follows:

- Staff linked to the EHU will enter through the door of the Korta building
- All other staff will enter through the main door of the Ikerbasque building.

The use of either entrance indiscriminately will not be permitted, except in duly



authorised exceptional situations. Each user must use the access systems provided (cards or other devices) and is responsible for their proper, personal and non-transferable use.

In addition, all parcels and deliveries of material will be made through the main entrance of the Korta building.

2.2. Opening hours

The general opening hours of the building are working days, **Monday to Friday from 08:00 to 20:00**.

Outside these hours:

- Ordinary access to the building will not be permitted
- The corresponding security systems will be activated

2.3. Weekend access

Access to the offices inside the building at **weekends or on public holidays will only be permitted for justified reasons** and when attendance is genuinely necessary.

For safety reasons, anyone wishing to **access the laboratories** at the weekend or on public holidays will require at least two authorised people. Requests that do not meet this requirement will be refused, in order to minimise risks in the event of an incident or emergency.

Anyone wishing to access the laboratories at the weekend must always submit a request for **at least two people**; otherwise, entry will be refused.

To do so, a formal request must be sent by email to:

Alejandro Zárraga: **alex.zarraga@ehu.eus**
With a copy to: **donostia@ikerbasque.net** and **ikerbasque.sarrerak@ehu.eus**

The request will be assessed according to need and, if approved, the applicant will receive a confirmation by email. The request must be sent by 12:00 on the preceding Thursday.

In weeks with public holidays or long weekends, this deadline must be adjusted to allow the necessary processing time, that is, at least one and a half working days before the requested access date. Requests sent after the deadline are not guaranteed access authorisation.

3. GENERAL RULES FOR USE OF THE BUILDING

In order to ensure harmonious coexistence and the proper operation of the building, the following basic rules are established:

- Each entity must use only the spaces assigned to it; access to other floors or areas without prior authorisation is not permitted.

- The common areas of the building must be respected and kept tidy and clean, especially the dining room/cafeteria.
- The building entrances must be used as set out in this protocol, respecting the entrances assigned to each entity.
- Smoking is not permitted inside the building or in any of its adjoining areas, including the terrace accessed from the dining area.
- Facilities, furniture and common resources must be used responsibly, avoiding any action that could cause damage to them or lead to their misuse.
- Safety and evacuation rules must be respected at all times, as well as the instructions of the staff in charge.
- Any request, incident, damage or irregular situation detected must be reported as soon as possible by email by **the designated contact person of each entity** to the building managers.

3.1. Rules for use of the air-conditioning system

To ensure user comfort and the efficient use of the facilities, Ikerbasque has established the permitted temperature ranges for the building's air-conditioning system. In cooling mode, the temperature can be set between 17 ºC and 21 ºC, while in heating mode the permitted range is 23 ºC to 26 ºC.

Users may only adjust the temperature within these limits, raising or lowering the set point as appropriate.

Any proposal or request to change these ranges must be channelled through the person in charge of each entity, who will forward it to **donostia@ikerbasque.net** for assessment.

In addition, in order to optimise energy consumption, an automatic sweep of the system is carried out every night, switching off all the air-conditioning units in the building.

4. ORGANISATION AND LAYOUT OF SPACES

The Ikerbasque building will house different entities, distributed across the facilities as follows:

Basement floor + sunken courtyard:

- Laboratories for BERCs
- MER (IBM)
- General facilities

Floor 0:

- Offices: Ikerbasque, BasQ, Eusko Jaurlaritza
- Meeting and conference rooms: Aura, Quantum and Hall
- Cafeteria / Dining room

Floor 1:

- BIHAR -ERC (offices)
- Meeting and conference rooms: Nexus, Atria, Chronon

Floor 2:

- POLYMAT
- Meeting rooms: Agora and Forum

Floor 3:

- POLYMAT
- Meeting and conference room: Atom

Floor 4:

- EHU

Floor 5:

- Product room, waste room and air compressor
- General facilities

5. EXTERNAL VISITS

All visits must go through the Korta building, as it is the only building with a reception desk. Visits must be **notified in advance** to the caretaker's office by email at the following address: **korta.atezaina@ehu.eus**

External visitors must comply with the following rules:

- They will be the responsibility of the host entity or person
- They will wait at the building entrance corresponding to each entity until collected by the person responsible

Visitor access to restricted areas (such as laboratories) must be duly authorised and supervised. The host entity will be responsible for ensuring that visitors comply with the safety rules.

5.1. Supplier management

All entities located in the Ikerbasque building must give prior notice of the arrival of any supplier who needs to access the sunken courtyard for loading or unloading operations. Notice must be given at least 48 hours in advance to facilitate the coordination of access and ensure the proper operation of the facilities.

In this case, notice must be sent by email to the following addresses: **donostia@ikerbasque.net** and **korta.atezaina@ehu.eus**

For any questions regarding supplier management, further information is available in the document "Supplier Access Protocol".

6. APPLICABLE DOCUMENTATION AND REGULATIONS

All members of these entities are asked to read the following protocols in order to know how to act in each situation and to comply with the rules established by Ikerbasque, which will contribute to better organisation within the building:

1. PROTOCOL FOR REQUESTING ACCESS CARDS FOR THE IKERBASQUE BUILDING
2. MANUAL FOR MANAGING BOOKINGS OF THE COMMON ROOMS
3. SUPPLIER ACCESS PROTOCOL
4. SEP (SELF-PROTECTION PLAN*)

**Ikerbasque will share its SEP with all the entities housed in the building.*

Note: Whenever these documents are modified, a notification will be sent to all entities in the building together with the updated version.