

## IIASA smoking policy



Any kind of smoking (also E-cigarettes and similar vaping devices) is forbidden anywhere inside any IIASA building as of 1 September 2019.

- The following areas outside IIASA buildings are available as designated smoking areas:
  - The back entrance of the GP Building
  - The left-hand side of the Schloss main entrance
  - The terrace outside the Park Wing kitchen area
  - Designated tables outside the Schloss Restaurant (May to September)
- IIASA guest housing is also subject to these restrictions.

When smoking in any other area outside of the IIASA buildings, smokers should be considerate if there are non-smokers present.

## Security

The Laxenburg Park is very popular with the Viennese, and also an increased number of tourists will be visiting Laxenburg and vicinity.



IIASA standard **security measures**:

- The entrance doors of all IIASA buildings and the IIASA gates (i.e., the gate at the back of the General Purpose Building and the gate put up on the way to the front of the GP-Building) must remain locked between 6 p.m. and 8 a.m. on working days and all day on weekends and holidays.
- Make sure to close windows (close/lock garden doors in the Schloss ground floor offices, where applicable), switch off lights, and lock the entrance doors when leaving the Institute after regular working hours.
- Offices or sections which were locked when you entered them must be locked again when you leave.
- Do not leave valuable items on your desk or in your office unattended. Handbags, wallets and other personal items should be put in a secure place or locked away.
- Our equipment is insured. However, no insurance company will compensate for missing things resulting from carelessness.
- If you meet someone on IIASA premises who seems lost or who does not look familiar, please ask whether the person needs help and point him/her in the right direction. If you

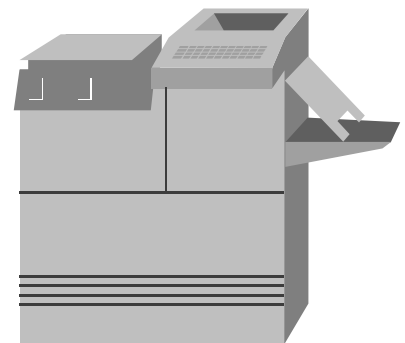
are not quite sure how you can help, please call Human Resources, and we will try to be of assistance.

- Please remember to have some form of identification with you at all times, e.g., IIASA ID card.

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