

What you need know about GROWs office community (Code of Conduct)

As a member of GROW's office community, you have access to a number of different facilities:

- free office space and an address
- access to GROW 24 hours a day. If you need access outside of the Academy's opening hours, you can use your student card
- kitchen facilities on the 2nd floor with, among other things, a fridge and a microwave
- the option for storing documents, books etc. in your own lockable draw
- access to the printer on the ground floor, 1st floor and 2nd floor (with your student card)
- free access to internet
- free access to meeting rooms. For booking of meeting rooms contact:

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GROW's office community is open to all those who want to have office space in the students' incubator. Therefore, we have a few rules that we need you to adhere to, so that we can maintain a good and creative working environment.

- As a member of the GROW's office community, you are obliged to maintain complete confidentiality with all matters concerning the other companies in GROW - this includes each company's work, products, employees, competitors, and anything else that you learn in connection with the use of the facilities in GROW. This also applies after you leave GROW.
- You will be assigned drawer which will have your company name on it. This drawer must be returned to its place every day after use. You will need to pay a deposit of DKK 300 per key. Your money will be refunded when you leave GROW and the keys for the drawer are returned.
- Storage of computers, etc. in GROW is at your own risk. The Academy's insurance will unfortunately not cover any loss.
- You must let the Academy know if your company changes its name, or if you create a new company in the period in which you are affiliated with GROW.
- The office places in GROW are flexible, this means that we cannot guarantee that you will have the same spot each time. This also means that unfortunately we cannot guarantee that there is always a free space. However, in these rare instances, you are obviously able to use the Academy's other facilities.
- You are committed to letting the Academy know if you no longer need office space in GROW.
- If the office space is not used, the Academy can terminate your contract with a week's notice.
- When you have completed your programme at the Academy, you have 3 months to clear your office space in GROW, cancel your company address and return any drawer keys.