BUSINESS ACADEMY AARHUS
UNIVERSITY OF APPLIED SCIENCES

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

As a member of GROW office community, you have access to several facilities:

- Free office space and company 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
- Refrigerators for storing your food (members are responsible to keep it clean)
- Lockable chest of drawers for storing documents, books etc.
- Access to the printer just outside the office. (use student card)
- Free access to internet
- Access to meeting rooms. For booking, go to the reception at the main entrance or ask the GROW coordinators.

GROW office community is open to all students who wants an office space in the students' incubator. Therefore, we have a set of rules that you must comply, to make sure that we can maintain a developing and creative working environment.

- As a member of the GROW's office community, you are obliged to maintain complete confiden- tiality 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.
- Storage of computers and other belongings in GROW is at your own risk. The Academy's insurance does not cover any losses.
- The office spaces in GROW can, in some periods, be allocated to regular users in relation to "Internship in your own company". See the seat plan at the entrance to GROW, which is typically changed and updated at the start of the internship periods in January and August. Permanent seats are allocated by the GROW coordinator.
    - We always make room for a number of flex spots that can be used by all members.
- You are committed to give notice to a GROW coordinator, if you no longer need office space in GROW.
- If the office space is not used in a period of time without any given reason the GROW coordinator can terminate the agreement regarding your spot in GROW with a week's notice.
- When you have completed your programme at the Academy, you must clear your office space in GROW as soon as possible. You must cancel your company address and return any keys to the drawers as well.

REMEMBER: GROW is an office community for entrepreneurs given the opportunity to network, spar and develop themselves and their business. If you have been allocated an office space in GROW, you must meet the following expectations:

- Show up (as if it were a workplace)
- Attend events in GROW
- Get involved in the office community

…… This way you and the other members get the most out of your time in GROW

Best of luck with your company