

It's **OK** to occasionally print a private document of a few pages on an AAU printer. But it is **NOT OK** to print all handouts for the general meeting of the Home-owners' Association.



It is **NOT OK** to send private letters or parcels or those related to a sideline occupation at AAU's expense.

It is **OK** to use a wrench from the workshop to retighten your bike so that your bike ride home from work is safe. However, it is **NOT OK** to use the university's tools and facilities for a private project or in connection with a sideline occupation.



It is **OK** to charge a private mobile phone or occasionally to charge an electric bike at work from an electrical outlet with AAU-paid electricity. But it is **NOT OK** to charge your private electric car with electricity paid for by AAU.

It is **NOT OK** to use the university's vehicles – cars, bicycles, trailers, etc. – for private purposes, on the way to work or home from work or in connection with a sideline occupation.



## GOOD ADVICE. SEE ALSO CODE OF CONDUCT IN USING UNIVERSITY RESOURCES



It is **NOT OK** to use components, electrical articles, laboratory consumables, etc., for private purposes or for a sideline occupation.

It is **OK** to take a pen with you in your bag to use for maybe work-related, maybe private purposes. But it is **NOT OK** to fill up your children's pencil case with office supplies purchased by AAU. It is also **NOT OK** to take coffee, tea, paper goods, etc., home.



It is **OK** to take holiday in connection with work-related travel as long as the AAU does not pay for expenses on the holiday – for meals, rental cars, local transport, accommodation, etc. But it is **NOT OK** to let anything other than purely professional considerations be decisive for work-related travel.

It is **NOT OK** to take ownership of used equipment and furniture.



It is **OK** to use certain university's rooms for a private event as long as the specific rules are followed.

