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## 1. BI Infraction Policy

- a. While working within the BI, users must adhere to BI policies and SOPs.
- b. Failure to comply with BI policies and SOPs will result in infraction notification(s).
- c. Infraction notification(s) may be communicated to the BI user verbally, via email or through the BI Infraction Notification Form, depending on the seriousness of the infraction. The BI user's supervisor may also be notified, in addition to the BI Director/Co-Director and all BI staff members.
- d. After multiple or repeated infractions and/or in severe cases, the BI user may be suspended from BI facilities and/or equipment, for a time period determined by the BI, or indefinitely.
- e. Following infractions, disciplinary action(s) may be required, and may include completing relevant BI training module(s) or reviewing policies or SOPs anew; such actions are at the discretion of the BI.
- f. Infractions, repercussions and disciplinary actions are at the discretion of the BI, and evaluated on a case-by-case basis.
- g. To avoid infraction(s), users should consult BI policies and/or BI staff as needed.
- h. Infractions will be entered into the user's BioELN profile.

### 1.1. Possible Infractions

- a. Possible Infractions may be, but are not limited to:
  - i. Unprofessional, malicious or disrespectful behavior.
  - ii. User allowing unauthorized entry into facility and/or failing to fill in Visitor Log.
  - iii. Working outside of allowable working hours.
  - iv. Failure to wear and/or wearing improper PPE.
  - v. Taking unauthorized items into BI laboratory area(s).
  - vi. Failure to label and/or record inventory properly and/or in ELN.
  - vii. Handling unauthorized substances or materials.
  - viii. Knowingly disposing of hazardous or biohazardous waste improperly.
  - ix. Failure to report injury, illness, spill or equipment malfunction to BI staff.
  - x. Untrained or unscheduled use of equipment.
  - xi. Users training other user(s) on equipment, without prior permission from BI personnel.
  - xii. Damage to facilities or equipment.

### 1.2. Infraction Policy Form

- a. BI Infraction Notification Form.