

UNAM Policy for Shared Infrastructure Misuse / Misconduct

The uses and behaviors listed below in the use of UNAM laboratories have been defined as "Misuse / Misconduct".

1. Misuse of equipment,
2. Use of laboratories contrary to general rules of use,
3. Use of laboratory/equipment and behaviors against occupational health and safety,
4. Behaviors against the general rules of ethics and respect,
5. Conduct contrary to the rules applicable throughout UNAM buildings.

UNAM employees prepare "Misuse / Misconduct Report" in case of Misuse / Misconduct of users. As a result of this report, the following sanctions are applied in order. Misuses / Misconducts number 1 and 2 are valid only for common use laboratories; Misuses / Misconducts number 3, 4 and 5 are valid for all common areas in UNAM.

For UNAM Internal Users

Yellow Card: Issued after 1st Misuse / Misconduct Report.

This is to warn the User that the User should be more cautious while using the shared equipment and/or shared laboratory.

Orange Card: Issued after 2nd Misuse / Misconduct Report.

This card is issued when the User is reported of a **2nd Misuse / Misconduct within the last 12 months** following the yellow card, not necessarily on the same equipment or of the same type of mistake.

The User's UNAM card will be cancelled for **2 weeks**. The User will not be able to use any of the UNAM Shared Infrastructure for the duration of these **2 weeks**.

Red card: Issued after the 3rd Misuse / Misconduct Report.

This card is issued when the User is reported of a **3rd Misuse / Misconduct within the last 12 months following the orange card**, not necessarily on the same equipment or of the same type of mistake.

The User's UNAM card will be cancelled for **2 months**. The User will not be able to use any of the UNAM Shared Infrastructure for the duration of these **2 months**.

Based on repetitive pattern and / or severity of misuse / misconduct, the User's UNAM building access may also be suspended for this period.

UNAM may issue red card directly after first report based on severity of the Misuse / Misconduct.

Suspension of use: If the user damages a shared equipment or if the user has a lack of training for the equipment, the user's use of the equipment is temporarily suspended until the process is completed.

Resetting: If the user has no misuse / misconduct reported within the last 12 months since the last card issued (yellow, orange or red), the User's misuse / misconduct history will be reset.

For UNAM External Users

In case of an infrastructure misuse and / or misconduct, external user accounts can be suspended.