

2-223-02W Code of conduct for handling ETH keys, cards and badges

For the attention of all ETH employees and all external ETH key holders

Handling keys in a careful and responsible way is essential for ensuring safety and security at ETH Zurich. Failure to do so can lead to unforeseeable consequences, such as the loss of materials and research findings, and can even risk causing injury or death.



- Always carry your ETH keys, cards or badges with you.
- Never leave your ETH keys, cards or badges unattended or in doors/cabinets.
- **Never** give your ETH keys, cards or badges or the relevant passwords to anyone else.
- If you are going to be absent, you must leave any service keys such as building services or authorisation passes in a key safe, as these must not leave ETH premises under any circumstances.
- Doors equipped with an electronic access system must be opened with an ETH card/badge and never with a key.
- Any ETH keys which you no longer need must be returned immediately to the ISC (Information and Service Centre) for the relevant building area. The addresses can be found at: www.ethz.ch/isc



- Master keys must not be given out or carried by individuals on their person. These keys are for the exclusive use of units providing a first response in the event of an incident and are to be kept separately in a monitored deposit box.
- ISC staff must follow the applicable key management procedures (2-223-01P_Schlüsselverwaltung).



Report any faulty, lost or stolen ETH keys/badges immediately to the relevant key issuers (ISCs) using the official forms, stating all ETH keys/badges affected. If you lose a key/badge, you will have to pay a flat-rate administration fee of CHF 200 per key and CHF 25 per badge. If you are found to have been grossly negligent, you may be charged for the replacement of all relevant lock cylinders and keys.



If you violate these rules, you will face consequences **under personnel law**.

Other applicable documents

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| 2-230-01K | Konzept Gebäude- und Raumschliessung ETH Zürich
(ETH Zurich building and room locking concept) <i>(in German only)</i> |
| 2-223-01P | Schlüsselverwaltung
(Building key management) <i>(in German only)</i> |
| 2-223-21F | Signature card key managers |
| 2-223-21F | Lost key form |

