

Rules & Regulations for UMR 5288

DATE

The CNRS Unit 5288, presently known as AMIS, but named Centre of Anthropobiology and Genomics of Toulouse (CAGT) from January 2021 (hereinafter referred to as the "Unit"), is a UMR located in the premises of the Purpan Faculty of Medicine, Paul Sabatier University, 37 allées Jules Guesde Toulouse; Bat L1, Toulouse Rangueil CHU, 1 Avenue J. Poulhes, 31 Toulouse.

The present document is aimed at describing the rules and regulations that all staff personnel should comply with. It was sent to all staff personnel and the members of the Laboratory Council on 6th July 2020 for feedback, was then edited accordingly, and finally approved by vote by the Laboratory Council on 8th December 2020.

The present rules of procedure are complementary to those of the Université Paul Sabatier, Toulouse (**Appendix 1** Modification of the UPS IR). In case of contradiction, the most restrictive rules shall prevail.

1) Unity Council General Meeting

• Laboratoty Council :

The Laboratory or Unit Council (ie Conseil de Laboratoire) is chaired by the Director of the Unit (**Appendix 2** List of Persons in charge). It has an advisory role and provides guidance on the scientific policy, resource management and the organisation and operation of the Unit.

Its composition and operating procedures are laid down in accordance with the CNRS Decision DEC920368SOSI annexed to these rules of procedure (**Appendix 3**).

The Unit's Laboratory Council is composed of 11 to 13 members, if possible with equal representation of men and women:

- ex officio members : Director of the Unit and the Deputy Director, (2)
- members appointed by the management: each team leader (**Appendix 2** List of Persons in charge), (3)
- Elected members, including representatives of the four staff colleges and the training, communication and ethics committees, (7)
- members invited by management (up to 2) ;

If the director was also team leader, his vote counts as one vote.

Elections shall be held within a maximum period of three months from the date of the decision of the Director of Unit creating and/or renewing and/or approving the creation and renewal of research and service operational structures. They shall be held by direct vote and a two-round plurinominal ballot. Any elector is eligible for election.

The term of office of the members of the Laboratory Council corresponds to the duration of the creation or renewal of the structure. It may be reduced or extended, in particular in the case of a change in the structure of the unit or in the case of an extension of the unit.

Are voters:

- the personnel assigned to a permanent position assigned to the laboratory, paid by the National Centre for Scientific Research or by another partner organisation including the Paul Sabatier University.
- subject to a minimum seniority of one year in the unit concerned, non-permanent staff participating in the activity of the unit and listed in the LABINTEL database.

The electors are divided into four colleges, namely : that of researchers and (assistant/associate) professors ; that of ITAs ; that of post-doctoral researchers, and that of PhD students.

The number of candidates is not limited. They must be submitted to the secretariat five working days before the date set for the vote. Elections are held by secret ballot. Only ballot papers containing no more names of candidates than there are seats to be filled shall be considered valid.

Any member of the Laboratory Council permanently leaving the unit within the ongoing year shall cease to be a member of the Council and shall, depending on elected or appointed be replaced by election or appointment.

- **Skills :**

The Laboratory Council has an advisory role. It is consulted by the Director of the Unit on :

- status, programme, research coordination, team composition;
- the budgetary means to be requested by the Unit and the distribution of those allocated to it;
- the research contract policy concerning the Unit;
- the Unit's technology transfer policy and the dissemination of scientific information ;
- the management of human resources ;
- training through research policy;
- the consequences to be drawn from the opinion formulated by the section(s) of the National Committee for Scientific Research to which the Unit belongs, as well as other partners and experts, e.g. HCERES, CNU sections, local university committees, etc.;
- the current training and research program for the coming year ;
- any measures pertaining to the organisation and functioning of the Unit which may affect the working situation and conditions of staff.

In addition, the Director of the Unit may consult the Laboratory Council on any other matter concerning the Unit.

In application of article 241-1 of decree n°83-1260 of December 30th 1983 as amended, the Laboratory Council is consulted prior to the drawing up of the probationary report for civil servants appointed to the research engineering, technical and administrative staff (ITA) corps.

In application of article 18 of decree n°82-993 of November 24th 1982 as amended, the opinion of the Laboratory Council is collected by the Director General of the National Centre for Scientific Research with a view to the appointment of the Director of the Unit.

When the Unit is evaluated by one or more sections of the National Committee for Scientific Research, the Laboratory Council shall attach to the file a report which may include their observations to the corresponding address of the section(s).

The Laboratory Council shall be kept informed by the Director of the Unit of the policy of the institute(s) of the CNRS, as well as of the scientific policies of the other institutions supervising the Unit and their impact on the development of the Unit.

- **Operation :**

The Laboratory Council is chaired by the Director of the Unit and meets at least three times a year. A schedule of 6 meetings per year is established: in January, March, May, July, September, and November of the calendar year. Meetings will be convened at least one week in advance, by e-mail (after consulting the availability of the majority of members) by the Director of the Unit.

The **General Assembly** includes all the Unit's staff. It meets at least once a year. It may be convened at the request of the Laboratory Director and at the request of the Laboratory Council, which may be referred to by any member of the Laboratory.

2) Schedules, holidays, absences

Since 1 January 2005 (GNE_17), the annual working time has been 1,607 hours (Whit Pentecote Monday is now worked) for CNRS employees.

The methods of implementation in the Unit take into account the provisions contained in the decree of 25 August 2000 as well as those set out in the decree of 31 August 2001 and in the national framework of the CNRS.

The annual working time for a full-time employee of the Paul Sabatier University is 1,607 hours (according to the working time note of 18 July 2019 by decision of the Board of Directors of 12 July 2019).

2.1 Working hours

The staff necessary for the operation of the Unit is assigned to the Unit by decision of the respective institutions governing the Unit (CNRS and UPS). They will be subject to those staff Regulations specific to their service and the rules in force in the establishment versing their salary.

2.1. Weekly duration

- For CNRS staff, the actual weekly working time for full-time employees is 38.30 hours over five days. The working time corresponds to "actual" working time. It does not take into account the compulsory meridian break, which may not be shorter than 45 minutes or longer than 2 hours.

- For employees under permanent contract at the Université Paul Sabatier (Toulouse III), working hours are organised on the basis of one of the following three optional weekly working hours:

Weekly working time	Daily working time	Number of days off
Option1 : 39h10*	7h50	55 days
Option2 : 38h15*	7h39	50
Option3 : 37h20*	7h28	45

For fixed-term contracts shorter or equal to 10 months, the weekly working time is 35h50* with a holiday entitlement of 2.5 days/month.

* This working time takes into account the daily 20-minute break: eg staff working at least 6 hours a day benefit from a 20-minute break that cannot be split up and that counts as working time. This break is taken within the day (according to the working time note of 18 July 2019, following the decision of the Board of Directors on 12 July 2019). Adjustments and reduction of working hours follow the decree N°2000-815 of August 25, 2000.

The meridian break, a duration of 45 minutes is mandatory and must be taken between 11:30 am and 2 pm. This break may include the 20 min break (granted to staff whose daily work reaches a minimum of 6 hours (according to the working time note of July 18, 2019 by decision of the Board of Directors of July 12, 2019).

2.2 Daily schedules, opening of the laboratory, access to the premises, working in isolation

The reference working time shall begin at **9 a.m.** and end **at 5 p.m.** and shall be limited to Monday to Friday, unless an exception is requested and approved by the respective managers.

With the agreement of the Director of Unit and subject to operational requirements, some staff may work outside the reference working hours, which must be between 7.30 a.m. and 8 p.m.

In any event, all CNRS staff must work 7 hours 42 minutes a day and/or 38 hours 30 minutes a week. UPS agents shall respect the following terms, except for specific constraints in relation to service requirements:
- the time from 9.30 am to 11.30 am and from 2 pm to 4 pm corresponds to fixed periods during which attendance is compulsory.

- the time from 7.30 am to 9.30 am and from 4 pm to 6.30 pm corresponds to variable periods during which attendance is agreed upon on a case-by-case basis.

For all fixed-term contracts, including PhD students and post-doctoral researchers, the agent must refer to the terms and conditions of the contract drawn up by the employer.

Access to the Unit's premises requires a **badge** authorised in advance by the Director of the Unit and requested from the person in charge of IT and office automation resources, who manages the levels of access to the various premises.

Access to the biology laboratories in Building C is authorised to Unit staff via badge access and subject to authorisation by the AGES team leader and/or the IDEA team leader.

Access to the palaeogenomics laboratories in Building A is regulated by badge and subject to authorisation by the AGES team leader.

Students are under the responsibility of their supervisor, they cannot be alone on the premises under any circumstances, nor without the prior agreement of the Unit Director, except in the case of lectures and/or seminars in our meeting room, following an official invitation.

Any person leaving the Unit (resignation, transfer, retirement, end of training course, end of contract, etc.) must vacate the building and return all means of access (key, badge, etc.).

No access to the buildings outside these areas will be granted, unless authorised by the laboratory director upon individual request, and following authorisation to the Dean of the Purpan Medical School site.

4.5-day working time arrangements are possible for BIATSS full time and contract staff with a contract longer than 10 months (according to the working time note of July 18, 2019 on decision of the Board of Directors of July 12, 2019).

Isolated worker: A worker carrying out tasks alone in a premises is said to be "alone worker". **Isolated work is FORBIDDEN**, unless an exemption has been authorized by the Director, following discussion with the prevention assistant. The working arrangements must specify the means of communication enabling regular contact to be made with the isolated worker.

Teleworking: Authorisation to teleworking must be obtained from the employer after consultation with the director and the respective team leader. Teleworking shall meet the conditions (number of days, security of the equipment etc...) set by the employer and shall be established so as to ensure the smooth running of the Unit.

2.3 Annual leave

The number of days of annual leave set by the CNRS is 32 working days.

In addition to annual leave, staff members may be granted days of reduced working hours (RTT) up to a maximum of 12 days, depending on the weekly working hours laid down by the internal rules of the laboratory or department.

A CNRS staff member shall be entitled to additional days of leave, known as "split days", in the following cases :

- 1 day if 5-7 days of leave have been taken outside the period from May 1st to October 31st ;
- 2 days at least 8 days have been taken outside the period from May 1st to October 31st ;

A CNRS staff member may therefore be granted a maximum of 46 days of leave.

The days shall be counted by calendar year. CNRS staff members may, however, carry over their annual leave and non-RTT days used until 28 February of the following year at the latest or add these to their individual Time Savings Account (TSA)*, assuming that at least 20 days of leave of been taken.

For Paul Sabatier University staff, annual leave is calculated according to the working time option chosen (see working time note of 18 July 2019 according to the decision of the Board of Directors of 12 July 2019).

To summarize :

	Annual days	RTT days	Fractional days	Daily duration	Weekly duration
CNRS	32	12	2	7h42	38h30
UPS	55*			7h00*	35h00*

*Depending on the option chosen by the staff concerned.

RTT days are used under the same conditions as annual leave.

For all fixed-term contracts, including PhD and post-doctorate contracts, staff members should refer to the terms of their contract drawn up by the employer.

Closure periods are decided at the beginning of each year by the Unit Director after advice from the Laboratory Council (d'Unité).

(Except in the case of a specific provision related to the closure of certain sites shared with partners).

- **Time savings account**

For UPS agents: according to the working time note of 18 July 2019

For CNRS agents: implementation of the CET is monitored by the Delegation's Human Resources Department.

Duration of absence from service for leave: Absence from duty may not exceed 31 consecutive days (for CNRS staff, the length of leave is calculated from the first to the last day without deduction of Saturdays, Sundays and public holidays).

- **Follow-up of leave :**

For CNRS agents : In order to be able to anticipate the organization of work, leave requests shall be filed on AGATE and validated by the CNRS manager with a notice period of :

- 48 hours at least for a period of less than a week.
- 8 days at least for a duration of one to two weeks.
- at least 15 days for a duration of more than two weeks, after approval by their group leader(s). Monitoring of leave (annual and RTT) is carried out in the Unit under the responsibility of the Director, and forwarded to the Delegation.

For UPS agents: In order to be able to anticipate the organization of work, leave requests shall be filed on the OHRIS software on the UPS intranet, for approval by the team leader.

2.4 Absence :

- **Absence for medical reasons:**

Any unavailability due to illness must, except in cases of duly justified force majeure, be reported to the Head of the Unit within 24 hours. Within 48 hours of stopping work, the employee must produce a medical certificate indicating the foreseeable duration of the unavailability. Any physical injury occurring in the course of work shall be immediately reported to the Unit. For other authorisations for absence, please refer

to the respective conditions provided by of each supervisory body (eg for UPS agents, according to the working time note of 18 July 2019).

- **Missions**

Any staff member travelling while performing his/her duties shall be in possession of a travel order drawn up in advance of the mission with the authorisation of the Director of the unit, and following approval by his/her group leader(s). This document is compulsory from an administrative and legal standpoint; it ensures that the staff member is covered by the regulations on accidents on duty. The staff member may not carry out an assignment where the place and/or circumstances would conflict with the recommendations of the appropriate ministerial departments aimed at ensuring his/her safety. Staff members shall also ensure that they comply with the recommended health requirements and may rely on the service of occupational medicine for information and/or implementation.

Staff members who occasionally have to travel directly from their home to a place of work different than their usual administrative residence shall be covered in the event of an accident at work provided that one of the following two conditions is met:

- they are in possession of a travel order (so-called free of charge).
- they have received an attestation from their laboratory director.

2.5 Teleworking:

According to the CNRS Decision n° DEC201879DRH of October 21, 2020 (**Appendix 4**), teleworking is authorized for CNRS employees under the conditions of the guidelines document: eligible activities, locations, number of days, requests for authorization (Annex XX).

The hours of the teleworking days are decided following a discussion and agreement between the staff member and the unit director, after advice from the team or department manager, and are determined under the conditions provided in the legal regulations of each unit, taking into account the meridian break and the work quota of the staff member concerned.

The laboratory council of UMR5288 proposes, as of [8th December 2020](#), for a daily schedule of 7h42min (line 161), with a meridian break of at least 45 min and a maximum of 2 hours, a time slot from 7h30 to 9h30 and from 16h to 18h30.

3. Training

Training needs are to be reported to the Unit Director, then to the HRD-Career and Skills Department (UPS) and the CNRS HRD of the DR14 Delegation, after consultation with the corresponding team leader.

4. Health and Safety

4.1 Safety Training

The Director of the Unit must ensure that staff under his/her authority, particularly new members, have received security training and, where appropriate, specific training adapted to their post. She/ he must ensure the traceability of such training.

Booklet and Training for New Entrants: New entrants to the laboratory will receive training in the molecular genetic techniques in force in the laboratory, under the direct responsibility of the lab managers and following a procedure defined by the expert users present in the laboratory. New entrants will receive a booklet containing UPS safety instructions and information about the Containment room location (**Appendix 5** New Entrants Booklet). The training period ends with an evaluation in real conditions of the new entrant's performance in order to guarantee his/her ability to work independently in the laboratory (**Appendix 5bis** Signature form for new entrants). This should not be allowed until the training period has been validated.

Other training shall be defined in consultation with the prevention assistant to prevent work-related risks, particularly within the laboratory, but also by the person responsible for the laboratory's computing infrastructure, in particular their computational resources, in agreement with the director.

4.2 Organization of prevention within the Unit

Medical monitoring of employees: Employees benefit from medical monitoring, the frequency of which is defined by the prevention doctor (every 5 years minimum or special medical monitoring depending on exposure to specific risks and/or the state of health of the employee according to the rules in force in the employing establishment).

4.3 Records

An occupational health and safety register is made available to staff to record all observations and suggestions pertaining to the prevention of risks and the improvement of working conditions. It also makes it possible to report any incident or accident occurring in the Unit. This register shall be kept in the office of the Unit's CNRS Manager and updated for UPS on their Intranet website.

The Register of Serious and Eminent Danger

It allows an employee to withdraw from a serious and imminent danger to his/her life or health in the workplace by using their right of withdrawal. The right of withdrawal cannot be blamed on the employee whenever justified. Before any withdrawal, the employer or a representative of the CHS (Comité Hygiène et Sécurité) must be informed of the serious and imminent danger and must be formally recorded in the register (in the Dean's office).

The right of withdrawal

A staff member (whether a civil servant or not) has the right to withdraw from his/her post in the face of serious and imminent danger to his/her life or health, without risk of penalty or deduction of salary. Serious and imminent danger is defined as a direct threat to the life or health of the staff member. It requires the implementation of an alert procedure (notification to the head of establishment or his/her representative through the register provided for that purpose). The right of withdrawal must be exercised in such a way that it does not create a new situation of serious and imminent danger for others.

The Occupational Health and Safety Register (Health and Safety)

- Is available on the following link: <https://appli-gestion.univ-tlse3.fr/sst> (following logging-in using personal online credentials)
- This register makes it possible to record all observations (risk situation, incident, accident, malfunction or non-function of an installation or safety device) and make suggestions **related to risk prevention and improvement of working conditions**. As far as possible, it should also contain measures to deal with the problem raised.
- It shall be brought to the attention of the Health, Safety and Working Conditions Committee (CHSCT).

In case of difficulty in filling it in, you can contact :

Mrs Cyrielle TRICOIRE
Prevention and Safety Department
0561557200 - cyrielle.tricoire @univ-tlse3.fr

Occupational Risk Assessment (EvRP)

It consists of identifying the risks to which employees are exposed, with a view to implementing relevant preventive actions covering the technical, human and organisational dimensions.

The **EvRP** is a structured approach whose results are formalized in a "**single document**" filed in the **office of the prevention officer** (as well as the list of guiding staff).

The identity of the prevention officer (Appendix 2 List of Persons in charge) is posted on a white board in the corridor of the first floor of Bâtiment A, Faculté de Médecine Purpan.

Safety and fire instructions are posted in the corridors of each building: Bat A et C, Faculté de Médecine, Batiment L1, Chu Toulouse Rangueil (**Appendix 6** UPS Safety Instructions).

Smoking is not permitted in the workplace. Specific smoking areas have been identified at each individual campus.

All building presenting a particular risk (chemical, biological, radiation, etc.) are **especially marked**. Their access is regulated as follows:

Access by badge with prior authorization of the unit director and/or team leader.

First aid kits are available:

- Building A: 1st floor, in the break room.
- Bat A: Ground floor, in the wardrobe Entrance hall.
- Bat C: 1st floor, glass cupboard on the mezzanine floor. -Bat.C: 3rd floor, cupboard room 5.
- Bat L1, Rangueil site : refer to the locations listed in the rules of the hosting site.

Declaration of an accident at work

The declaration of an accident at work (or accident on duty) must be sent to the relevant department to which the staff member is affiliated to (eg CNRS, UPS, etc) and within 48 hours.

The form must be dated and signed by both the staff member who was the victim of the accident and a witness. An initial medical certificate establishing the injury must be drawn up as soon as possible by a doctor and attached to the file. This certificate must be issued by the treating or emergency doctor and not by the prevention doctor.

Affiliation	Where to find the printout?	Where to send it?
Non-permanent staff	The form to be completed can be found on the Caisse Primaire d'Assurance Maladie (CPAM) « Ameli » - http://www.ameli.fr , menu " FORMULAIRE " - profile "employeur" - theme "accident du travail" Alternatively : numéro de Cerfa: 60-3682 - Identification of the employer : *	The original document is sent to the CPAM to which the person is affiliated to. A copy must be sent to the HR* service
CNRS staff	The officer must make the declaration within the ARIANE web application. The declaration form should be requested from HR department at the CNRS Occitanie Delegation.: CNRS – Délégation Midi Pyrénées Service du Personnel et des Ressources Humaines 16 avenue Edouard Belin BP 24367 31055 TOULOUSE cedex 4 Tel: 05.61.33.60.00 (standard)	The original is sent to HR department at the CNRS Occitanie Delegation. A copy must be sent to the HR *service

UPS staff	The printout is available on the UPS Intranet, tab « Prévention et Sécurité », menu « accident de travail »	The original is sent to service Ressources Humaines de la division des personnels BIATSS : Université Paul Sabatier Division des personnels BIATSS 118 route de Narbonne 31062 Toulouse cedex 9 A copy must be sent to the RH *
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* It is necessary to contact your HR manager (different according to status, permanent or temporary employees).

For CNRS: Human Resources of Delegation Regionale

For UPS: Human Resources : Pole des gestions des BIATSS : C. Marchand 05 61 55 88 97.

Containment room (National Alert Signal)

Cf. the instructions in the welcome booklet for new entrants according to the accommodation site (Containment room location).

Faculté de Médecine Purpan, 37 allées Jules Guesde : indicated in the New Entrants Booklet (Annex 4).

CHU site de Toulouse Rangueil Bât L1, 1 Avenue J. Poulhès : According to the locations indicated by the host establishment.

4.4 Reception of external persons

- **Trainees and visitors**

Interns will be welcomed according to the terms of their internship agreements. The Director of the Unit must be informed about all new interns joining the Unit a minimum of 2 weeks prior to the internship starting date.

The measures of this present Internal Regulations apply in a general way, to any physical or moral person present, for any purpose whatsoever, in the laboratory (e.g.: staff of external or hosted organizations, service providers, visitors, guests, collaborators ...).

- **External companies**

When external company members visit the Unit, a prevention visit and, if necessary, a prevention plan must be carried out and is the responsibility of the host site, the Purpan Medical School.

4.5 Access to the Unit's Information Systems (UIS)

The conditions of access to the UIS, including sensitive IS belonging to protected scientific sectors, and of restitution of the means of access to the IS, are defined in detail by the operational PSSI applicable to the Unit (**Appendix 7** PSSI O Laboratories 6 November 2013). In any case, persons not concerned by the Unit's activities cannot have access to the Unit's information systems without the authorisation of the Unit Director.

Persons with access to UIS must first have familiarised themselves with the Information Systems Security Charter in force in the Unit and have completed training in the use of the IT infrastructure, the geometry of which will depend directly on the level of experience and qualifications of the person concerned (see the CNRS Information System Security Charter in **Appendix 8**).

5 Dissemination of scientific results :

5.1 Confidentiality :

Everyone is required to respect the confidentiality of the work entrusted to them and their colleagues. In particular, in the case of presentation to non-Unit members, the authorisation of the Unit Director and/or the Scientific Director and/or external collaborators is mandatory.

Each trainee, regardless of his or her level of education, in addition to his or her internship agreement, must sign a confidentiality clause before beginning the internship (**Appendix 9** CNRS confidentiality clause).

5.2 Publications:

Publications of Unit members must show their membership of the Unit and their affiliation in the form of:

Surname First name

Centre of Anthropobiology and Genomics of Toulouse, UMR 5288 CNRS, University of Toulouse III. France.

A copy of all publications (articles, journals, theses, etc.) for which all or part of the work has been carried out in the Unit must be sent as soon as they are published to the team leaders concerned, who will also keep a list of these publications in an electronic format agreed in advance, common to all and thus facilitating archiving and further reporting.

Accepted publications must be deposited on the Unit's website via the website manager after informing the Director of the Unit. It is advisable to contact the webmaster in advance, giving the full reference (authors, title, DOI, etc.) to plan their integration on the site (news' section) and to also upload the submitted documents to the HAL web repository.

5.3 Laboratory notebooks

All research staff in the Unit are required to keep a laboratory notebook to ensure that the results of their work are monitored and protected. This applies to both wet- and dry- lab procedures. **Specifically, staff whose research activities are purely computer-based are required to keep a laboratory notebook, detailing all command lines and/or operations carried out in order to guarantee the reproducibility of analyses.**

The notebook guarantees traceability and the transmission of knowledge. It is also a legal tool in case of litigation. Different models are available through the CNRS Regional Delegation.

The laboratory notebooks belong to the Unit's supervisors and are kept in the laboratory even after the departure of a staff member (in some cases a copy may be left with the staff member).

5.4 Intellectual Property

Any new staff, without any statutory or contractual link with CNRS and/or UT3, must have signed, on the date of arrival in the laboratory, a welcome agreement providing (see 5.1), in particular, for the confidentiality, publication and intellectual property provisions applicable to the results which s/he may obtain or contribute to obtaining during his/her stay in the Unit.

5.5 Information obligation of the Director of Unit: Contracts, grant decisions and own resources

Staff must inform the Director of the Unit of any collaborative projects, including international ones, as they require formal authorization from the supervising ministry before signature, and of any request for a grant from the Unit with public and/or private partners. A file, named "Requests for Funding" and containing in table format the titles of the projects, the dates of submission, admission and end of project, should be requested and completed from the Unit Manager (**Appendix 2**: List of persons in charge).

A copy of any contract must be given to the Director of the Unit after signature.

Any purchase of equipment and any recruitment of staff must be subjected to an official request to the Director of the Unit, who must in particular ensure that the use of the building is in conformity with the space allocated to the different teams.

6 Use of IT resources

The use of IT resources is subject to rules set out in the IT charter (SSI Charter of the CNRS). This charter mostly comprises a code of good conduct. Its purpose is to specify the responsibility of the users, in accordance with the legislation, as well as the procedure in place to encrypting data (**Appendix 10** VeraCrypt procedure). It must be signed by any new user (**Appendix 2** List of persons in charge).

7 Use of collective technical resources

The following defines the conditions and rules prevailing for the use of collective equipment and resources.

- **Scientific instrumentation**

The main instruments shall be made available at the discretion of those who have purchased them within the Laboratory, or in case of unavailability, a person appointed by them. In the event of staff departures, eg retirement, a new manager shall be appointed by the Director after consultation with the relevant team leader(s). In order to ensure proper use and maintenance, staff wishing to use one of the instruments must first obtain information from this officer and comply with the instructions provided and recapitulated on a notice near the instrument in question.

- **Servers**

The computing servers provide resources for both the storage and the analysis of data, the ownership of which remains that of CNRS and/or UT3.

Access to the servers is subject to the decision of the Director. The Director shall be notified by the team leaders concerned of the need to create a new user account. The creation of the account will be carried out by the head of the IT department on the Purpan Faculty website, who will communicate the access codes (login and password) to the team leader concerned.

The password will never be communicated to the new user in electronic form (but only in writing) and will be changed the first time s/he connects. The use of the servers must comply with the rules of collaborative use, in particular to ensure that the amount of available resources (RAM, number of computing cores and disk space) is not saturated and so that they are not used by a small number of users to the detriment of other staff.

Access codes are for personal use and will be communicated to a third party under no circumstances, be within or outside of the unit. Failure to comply with these rules will result in an automatic access ban.

No data or electronic files other than those strictly necessary for the progress of work and the storage of primary data generated in the context of projects involving members of the unit may be hosted on the unit's servers and storage areas.

8-Duration

The Rule and Regulations shall come into force on the date of signature by the Regional Delegate of the CNRS and the duly authorized representatives of the other trusteeships. They may be amended when the Director of the Unit changes, on his/her own initiative or at the request of the supervisors following a major regulatory change and always in compliance with the consultations required at regulatory level.

In all cases, on the appointment of a new Director of the Unit, the present rules of procedure and their Appendices are submitted to him/her by the Regional Delegate of the CNRS.

The present rules shall be brought to the attention of staff members by means of notices posted on the premises of the Unit.

It cancels and replaces the internal rules of 03/06/2014 and enters into force on [1st January 2021](#).

It is then available for consultation to ...

Regulations submitted to the Laboratory Council on 8th December 2020.

Done at [Toulouse](#), the [16th December 2020](#).

Visa of the Director of the Unit

A handwritten signature in black ink, appearing to be 'W. ...', written over a faint, illegible stamp or background.

Signature of the legal representatives of the establishments

List of Appendices :

Appendix 1: UPS By-Law Amendment

Appendix 2: List of officials

Appendix 3: Decision CNRS DEC920368SOSI

Appendix 4: CNRS teleworking 20201021

Appendix 5: New Entrants' Booklet; Appendix 4bis: New Entrants' Signature Form

Appendix 6: UPS Safety Instructions

Appendix 7: PSSIO Laboratories

Appendix 8: CNRS Information Systems Security Charter

Appendix 9: Commitment to Confidentiality

Appendix 10: Veracrypt Procedure