Code of Conduct for Students and Staff in Laboratories

For Students:

1. **Safety First**: Students must always wear appropriate protective gear such as lab coats, gloves, goggles, and face masks when working in the lab. This is to ensure personal safety and minimize exposure to harmful substances.
2. **Follow Instructions**: Students are required to follow all instructions given by the lab instructor or supervising staff. This includes the correct use of equipment, chemicals, and the handling of materials.
3. **Conduct and Behavior**: Students should maintain a disciplined and respectful attitude at all times. Horseplay, loud talking, or any disruptive behavior is strictly prohibited.
4. **Handling Equipment and Materials**: Students must handle all lab equipment and materials with care. They are expected to report any damage or malfunction of equipment to the instructor immediately.
5. **No Eating or Drinking**: Eating, drinking, or chewing gum is strictly prohibited in the laboratory to avoid contamination or exposure to hazardous substances.
6. **Cleanliness and Tidiness**: Students should keep their workstations clean and organized. After completing experiments, they are responsible for cleaning their workspace and properly disposing of waste as per lab guidelines.
7. **Emergency Procedures**: Students must be familiar with emergency procedures, including the location of fire extinguishers, first aid kits, and emergency exits. In case of an accident or injury, students should immediately inform the lab instructor or staff.
8. **Respect for Equipment**: All equipment and materials should be used for their intended purpose only. Students should avoid wasting resources and be mindful of their usage.
9. **No Unauthorized Experiments**: Only authorized experiments should be conducted under the supervision of the instructor. Students are not allowed to conduct experiments without proper guidance.
10. **Absence or Late Arrival**: Students should notify the instructor in advance if they are unable to attend or will be late for a lab session.

For Staff:

1. **Safety Supervision**: Staff must ensure that all safety protocols are being followed by students. They should provide guidance on the correct use of safety equipment and chemicals.
2. **Maintenance of Equipment**: Staff are responsible for ensuring that all lab equipment is regularly maintained and in good working condition. Any damaged or faulty equipment should be reported immediately.

3. **Preparedness for Lab Sessions**: Staff should prepare for each lab session by ensuring that all materials and equipment are ready and the lab is clean and organized before students arrive.
4. **Monitoring Student Behavior**: Staff should actively supervise students during lab sessions, ensuring that they are following safety and operational guidelines. They should intervene immediately if unsafe or disruptive behavior occurs.
5. **Emergency Readiness**: Staff should be well-versed in emergency procedures and ensure that all students are familiar with the necessary actions to take in case of accidents or hazards.
6. **Waste Disposal**: Staff are responsible for ensuring that all waste is disposed of correctly, in line with safety and environmental guidelines.
7. **Providing Support**: Staff should offer assistance to students who may need help during experiments or have queries regarding their tasks.
8. **Record Keeping**: Staff are responsible for maintaining accurate records of lab sessions, including student attendance, any incidents that occur, and the results of experiments.
9. **Promoting Discipline**: Staff should promote a respectful and disciplined atmosphere in the lab by setting a good example and enforcing the laboratory rules consistently.

Academic Coordinator