

FOOD FAQ



SAFETY FIRST

- [Evacuation](#)
- [Crisis plan](#)
- [Accident procedure](#)
- [First aid boxes and firefighting equipment](#)
- [Guideline for working alone](#)
- [Lab safety, contacts and forms to request access](#)
- [Lab Safety Compendium](#)
- [Working in the labs](#)
- [Working in the green house](#)
- [Working environment](#)

PRACTICAL INFORMATION ON HOW TO...

TIME REGISTRATION

- Register project working hours in [ProjectTime](#)
- Register vacation, absence and illness in [mithR](#)
- Register [flexitime](#) (for TAP)

TRAVEL

- [Book online](#): flight, hotel (via CWT) and train tickets
- Find information about [insurance](#)
- Book [AU cars](#)

PURCHASING AND SETTLEMENTS

- Find the right [purchasing contact](#) person
- Find information about [lab purchasing](#) and who to contact
- Find [payment information](#) in relation to invoices
- Find information about the use of your [AU credit card](#)
- Settle costs in [RejsUd](#)

MEETINGS

- Book [catering and meeting rooms](#)

IT

- Get [IT support](#)
- [Order IT equipment](#) via Erik Aaes
- [Install printers](#)

PRESENTATION MATERIAL

- Find [PP presentations and poster templates](#)
- Install [AU templates \(Templafy\)](#)

GENERAL INFORMATION

- See building [overview \(AFP 48\)](#)
- Send [letters and packages](#)

OUR CULTURE AND VALUES

AT FOOD, WE HAVE:

- [Zero tolerance for offensive behavior](#)
- [Positive and respectful communication](#)
- [Staff policy](#)
- Committees focusing on working environment ([FOOD - LAMU](#)) & collaboration ([FOOD - LSU](#))
- A [buddy agreement](#)

WE ALSO HAVE STAFF INITIATIVES SUCH AS:

- [FOOD Staff Club](#)
- [Fruit](#)
- [Friday Bread](#)
- [Bike support equipment](#)