

House rules of the European Central Bank (house rules)

§ 1 Scope of application

1. These house rules apply to all persons that enter the ECB's premises other than ECB staff. These are contractors (the 'Contractors') as well as their directors, agents, staff, free-lancers and subcontractors (collectively referred to as 'External staff') and other persons ('Visitors').
2. For Contractors the house rules form an integral part of the contract between the ECB and the Contractor. The Contract sheet may specify that different conditions shall apply.
3. ECB business areas may specify these house rules, within reasonable limits, by way of instructions to External staff working for them and may issue further guidelines and instructions on how to behave on the ECB's premises.
4. Contractors shall comply with, and ensure that their External staff comply with, these house rules and any additional guidelines and instructions issued by the ECB business area for which they are working.
5. In case of minors the accompanying adult shall ensure that the minor complies with the house rules.

§ 2 Access to ECB premises; badges

1. To access the ECB's premises a personalised security badge, an escorted visitor badge or an unescorted visitor badge is required.
2. Visitors may need to undergo a security screening before entering the ECB's premises.
3. Badges are for personal use only and are to be worn visibly at all times. In case of loss, the holder of the badge shall inform the ECB's Security Division (Extension: 069/1344-7000) thereof without undue delay.
4. On the ECB's premises, access to certain highly secured areas is restricted. External staff and Visitors shall not enter into such offices or areas unless explicitly authorised to do so. The access to highly secured areas requires a special personalised badge including biometric enrolment.

§ 3 Security clearance

1. External staff that have to perform duties and tasks on behalf of the Contractor at the ECB's premises, and, to this end need to move freely and unescorted on the ECB's premises, shall have a personalised security badge or an unescorted visitor badge. The issuance of such badges is subject to prior security clearance. The process to be followed can be found on the ECB's website: https://www.ecb.europa.eu/careers/html/index_secrules.en.html
2. The ECB will within a reasonable time after receipt of the required documents, conduct a security clearance check for each External staff in accordance with its security clearance rules and inform the Contractor about the decision taken.
3. The ECB reserves the right to refuse access to the ECB's premises to External staff for whom no security clearance has been given.

§ 4 General security rules, domiciliary right

1. External staff and Visitors shall comply with the following security rules:
 - Follow the instructions by security staff on duty;
 - Do not bring dangerous or prohibited items, such as explosives, weapons or drugs;
 - Do not bring animals;
 - Do not use open flames;
 - Valuable personal belongings shall not be left unattended. Any loss or suspected theft of either ECB or personal property shall be reported to the ECB's Security Division immediately. Lost and found items shall be reported or handed in to the ECB's Lost and Found Desk or security staff;

- Private electrical devices that consume 50 watts or more are only to be used on the ECB's premises with prior authorization of the ECB (DIV/PRE);
 - Do not take photos of or film security installations on the ECB's premises.
2. The ECB's Security Division may issue further guidelines and instructions to ensure security and safety on the ECB's premises. External staff and Visitors shall comply with such guidelines and instructions as communicated to them.
 3. In case the security rules are breached the ECB may make use of its domiciliary right (Hausrecht). This right covers preventing the access of persons to the ECB's premises, restricting their movement within the premises and their expulsion from the premises.

§ 5 Emergencies

1. In case of an emergency, sudden illness, injury or accident, External staff and Visitors shall call the ECB's in-house 24-hour emergency Phone number which is 111 (069 1344 111). They should avoid placing emergency calls directly to the police, the fire brigade or external medical services.
2. In case of an emergency, External staff and Visitors shall follow the instructions broadcasted via the public address system.
3. In case of a crisis situation affecting access to the ECB's premises, External staff shall call 0800/1344-1344 for further guidance. Visitors shall follow the guidance provided by their ECB host.

§ 6 Use of ECB equipment; parking facilities

1. External staff and Visitors shall use all rooms, facilities and equipment made available by the ECB solely for the fulfilment of their duties or for the purpose of their visit and handle all facilities and equipment with due care.
2. External staff are not authorised to use the ECB's parking facilities. Visitors may use the visitor parking facilities.
3. If External staff carries out technical works on the ECB's premises, they shall comply with the applicable German regulations on health and safety at work.

§ 7 Use of the ECB's IT facilities

1. If External staff or Visitors are granted access to the ECB's information Technology (IT) facilities, they shall use such facilities solely for the fulfilment of their duties or for the purpose of their visit and shall handle all facilities with due care.
2. When using the ECB's IT facilities, External staff shall comply with the ECB's rules on information systems (IS) security and the rules on the use of IT facilities and the Internet as published on the ECB's intranet. External staff shall, in particular:
 - observe the rules on the use of their personal user identification and the secure use of their workstation and the information therein;
 - comply with the rules on the protection and regular change of assigned passwords, as well as protection of other security devices and tools (e.g. encryption keys and smart cards);
 - not abuse the IT facilities to annoy, harass, terrify, intimidate, threaten, offend, or bother any other person or conduct illegal activities;
 - not introduce, access, store, distribute or display inappropriate material or access inappropriate websites or pages containing material which could adversely affect the ECB's reputation (e.g. related to racism, pornography, violation of human rights, etc.);
 - respect the rights and property of other users and third parties and comply with relevant legal requirements (intellectual property, copyrights, software licences, etc.);
 - not duplicate or install any software unless authorised to do so;

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- not connect any non-ECB laptop or workstation to the ECB network;
 - not use any unauthorised USB storage devices to store ECB-related data;
 - not download data from unauthorised removable media;
 - not initiate any actions that may be interpreted as legally committing the ECB to third parties such as ordering goods and services via e-mail, joining chain letters or accepting 'get rich quick' offers;
 - not open any suspicious e-mails or download any software or documents from the Internet unless explicitly requested by ECB staff;
 - not forward their ECB internal mail automatically to other external mailboxes. Manual forwarding is subject to the confidentiality rules;
 - not publish detailed information about their tasks or responsibilities at the ECB and refrain from making statements about their personal opinions or beliefs which may be perceived as statements representing the ECB on websites which are accessible to the general public, including private homepages or social network sites;
 - use their ECB e-mail account (if any) for any ECB business communication. Other Internet tools, such as instant messaging portals, shall not be used;
 - not exchange or store ECB-related information via unauthorised Internet storage services.
3. If in exceptional cases External staff are entrusted with an ECB laptop, they are personally responsible for its physical and technical security at all times. To protect the laptop, External staff shall comply with the following rules:
- a carry case shall be used during travel to minimise damage to hardware during transport. The laptop shall not be left unattended;
 - the laptop shall be locked using a physical lock or stored in a locked cabinet when not in use;
 - the attached identification labels shall not be removed;
 - the screen shall be locked or the currently logged-on user needs to be logged off when the laptop is not in active use; External staff shall verify that the screensaver is functioning properly;
 - External staff shall protect themselves against the risk of shoulder surfing and use a screen filter which can be ordered from the ECB;
 - passwords used on laptops shall comply with the ECB's policy on passwords. Passwords shall never be written down and stored with the laptop;
 - transfer of data from the laptop to another PC should be executed using the encrypted USB stick provided by the ECB;
 - when using a network connection outside the ECB, External staff shall minimise risk exposure by (i) closing all other connections to other networks when using the laptop to access the ECB network remotely and (ii) whenever possible, use Ethernet cable connections instead of wireless connections. Encrypted WPA2 wireless connections shall be used when no cable alternative is available;
 - the laptop shall be brought back to the ECB and connected to the ECB LAN every month, or when requested by the IS Service Desk, in order to implement security updates. This opportunity shall be taken to save all documents created or updated offline on the laptop;
 - installation and set-up of the laptop may not be changed.
4. External staff and Visitors shall promptly report any incident related to the use of IT facilities to the ECB business area for which they are working or the IS Service Desk (Extension: 069/1344-7777). They shall not seek to conceal such actions or to rectify such incidents themselves.

§ 8 Use of telephones and fax equipment

If External staff have an office work place on the ECB's premises, they may use the ECB's telephone facilities and the fax equipment for the fulfilment of their duties under their Contract. The use of such facilities for other purposes is prohibited unless the External staff use a personal, pre-paid telephone account.

§ 9 Storage of documents; confidentiality

1. External staff shall store and record any information, data or documents in accordance with the instructions given to them by ECB staff.
2. External staff shall treat in strictest confidence and not divulge to unauthorised persons any information, data or documents concerning the ECB, its staff, the Contract or its performance, which the ECB designated orally or in writing as 'ECB-Restricted', 'ECB-Confidential', or 'ECB-Secret' or which a reasonable contractor would consider to be confidential (the 'Confidential information'). External staff shall only use such Confidential information for the purpose for which it was disclosed and shall not use or exploit such Confidential information for their own benefit or for the benefit of any other person.
3. External staff shall not reply to requests from the media or other external parties and shall forward any request for information or documentation to the ECB business area for which they are working.
4. External staff shall store documents classified as Confidential information in locked cabinets or containers.
5. External staff shall not take Confidential information outside the ECB's premises and shall not forward such Confidential information by e-mail, fax or any other means to any external party unless explicitly authorised to do so. If, exceptionally, External staff are authorised to take Confidential information outside the ECB, they shall take all reasonable measures to ensure that unauthorised persons do not obtain access to such documents.
6. External staff shall dispose of Confidential information only in the confidential waste containers available on each floor.

§ 10 Leaving the ECB

1. If External staff leave the ECB or work for another ECB Business area, they shall inform their contact person at the ECB in good time before their last day so that electronic data (files on the users' local and network drives and e-mail folders, etc.) can be preserved to the extent needed by the business area.
2. External staff shall return all items received from the ECB, including their security badge, keys, books and IT equipment, if any.

Instructions to ensure security and safety on the ECB's premises temporarily during the COVID-19 pandemic

These instructions specify the house rules that shall apply during the coronavirus (COVID-19) pandemic to all persons that enter the ECB's premises other than ECB staff. These instructions will be updated as necessary.

1. Do not enter the ECB's premises if you are feeling unwell, if you have been in close contact with a confirmed COVID-19 case in the past 14 days, or prior to a 10 - 14 day period (depending on the instructions of your local health authorities) if you have been tested positive for coronavirus or been diagnosed with COVID-19. You may enter the ECB's premises again once you have no COVID-19 symptoms and have been declared no longer infectious by the local authorities or your treating doctor
2.
 - 2.1 Do not enter the ECB's premises if you have been in a COVID-19 risk area in the previous 10 days. COVID-19 risk areas are those defined by the [Robert Koch Institute](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)¹. Exceptions to this rule can only be made if you are able to prove that you are exempt from quarantine requirements as laid out in the [Hesse quarantine regulations](https://www.hessen.de/sites/default/files/media/1vo_corona_stand_08.11.pdf)².
 - 2.2 More specifically, you may enter the ECB's premises
 - after 10 days have passed following your exit from a COVID-19 risk area;
 - or before those 10 days have passed, if you can provide
 - (a) a negative COVID-19 test undertaken not earlier than 5 days after your entry into Germany; or
 - (b) proof that you fall under one of the exceptions applicable in the [Hesse quarantine regulations](https://www.hessen.de/sites/default/files/media/1vo_corona_stand_08.11.pdf) and that you are thus exempted from German quarantine duties
3. As a visitor, you will be given by your host prior to your visit, a contact tracing sheet, which you are required to complete and provide upon your arrival at the ECB's premises. This is a pre-requisite to entering the ECB's premises.
4. If you have been on the ECB's premises at any time in the 14 days prior to the date when you are tested positive for COVID-19, please inform the ECB Medical Centre as soon as possible on the following numbers: during business hours on 069/1344-3061 or 069/1344-3064, and outside business hours on 069/1344-8008. The ECB Medical Centre may communicate to third parties (i.e. your ECB contract manager) the information that you provide, in order to be able to identify ECB and non ECB-personnel whom you might have been in close contact with. The privacy statement as regards the processing of your personal data can be found [here](https://www.ecb.europa.eu/home/data-protection/privacy-statements/html/covid_19.en.html)³ and will be sent to you by the ECB Medical Centre in the event that you report that you have been tested positive for or been diagnosed with COVID-19.
5. When on the ECB's premises, you are required to observe the following rules:
 - 5.1 Upon entering, and when moving around the ECB's premises:
 - Wear an ECB-provided mask that will be provided to you at the entrance to the building. Personal masks are not to be worn;

¹ https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html

² https://www.hessen.de/sites/default/files/media/1vo_corona_stand_08.11.pdf

³ https://www.ecb.europa.eu/home/data-protection/privacy-statements/html/covid_19.en.html

- Have your temperature measured with a thermal scanning device. If your body temperature is above 38°C, as confirmed by a second reading, access to the premises will be denied;
- Maintain the ECB hygiene measures e.g. sneezing etiquette and hand hygiene
- Keep 2 metres physical distance from others;
- No more than two people may use a lift at a time;
- Observe the one-way system by following the signage where applicable.

5.2. When working on the ECB's premises:

- Wear an ECB-provided mask everywhere in the building, including at your desk, unless you are alone in a room or while you are drinking or eating;
- You may use the meeting rooms on your floor as needed, provided that the maximum number of people allowed is observed;
- Other meeting rooms may be used only after booking and provided that the maximum number of people allowed is observed.

5.3 When using an ECB staff restaurant:

- Use only seating places marked with a green dot;
- Do not move chairs;
- Group lunches are not permitted.

5.4 When using bistro areas or coffee points:

- Indoor and outdoor tables may only be used by one person.

5.5 When using the on-floor kitchenettes:

- Only one person in the kitchenette at a time.

5.6 When using the restroom:

- Only one person in the restroom at a time;
- Change the door sign when you enter and leave.

5.7 When leaving the ECB's premises:

- Dispose of used masks in the orange waste bins at the exits of the buildings.

The ECB's Security Division may issue further guidelines and instructions to ensure security and safety on the ECB's premises. Contractors, External staff and Visitors shall comply with such guidelines and instructions as communicated to them