

# Expectations, policies and rules

Throughout the years, several policies and rules have been developed by the Board to ensure that the organization is well-functioning and everybody can enjoy volunteering. Policies represent decisions and rules by the Board.

- Active and Passive Member
- Alcohol Policy
- External Events in Analog
- Food Policy
- Flyers/Posters/Ads in Analog
- Merchandise policy
- Travel Expenses
- Board games
- Insurance

# Active and Passive Member

A member of Analog becomes passive if they choose not to sign up for any shifts for a semester. This does not include certain roles who are exempted to do so by fulfilling another role. This includes the board, kitchen manger, storage manager, shiftplanner, auditor, social manager. A passive member can become active again by signing up for shifts in the following semester.

A passive member in Analog receives no perks, does not have access after-hours to Analog and is not allowed in the kitchen.

A member is allowed to be passive for two consecutive semesters. If a member is passive for a longer time, they automatically resign their membership of Analog and must apply as any other student in order to be part of Analog again.

# Alcohol Policy

**Alcohol is not allowed in Analog at any time.** This is due to alcohol licensing. Scrollbar has a license to sell alcohol. Such a license clearly states the localities which it applies to and Analog is not one of them. Just as importantly the spirit of Analog is not about alcohol. It's the place of coffee and cozyness. ITU has an awesome place for drinking and partying and it's called Scrollbar.

Events held by Analog outside ITU may include alcoholic beverages, but it will never be a central part of the event (e.g., Analog will not sponsor a beer tasting event). If alcohol is served, there must be alternatives to those that do not wish to drink alcohol.

# External Events in Analog

**The Board of Analog welcomes any event, that is in line with the spirit, and the ethical guidelines, of Analog.** The Board can decide to accept or reject event suggestions based hereon.

# Food Policy

**Nobody is allowed to store food in the kitchen.** This is due to health regulations. As long as we sell hot beverages only, we are exempt from regular rules and regulations which apply to food businesses, such as cafés, canteens or restaurants. It does not matter whether we sell the food or not. As soon as our kitchen stores food, we are at a much stricter level of health regulations, which we would need then would need to uphold.

**No food in Analog.** Unfortunately the guests in Analog are not always good at cleaning up after themselves. The cleaning we get in Analog does not include removing food items. Feel free to enjoy a snack (apple, granola bar, etc.) in Analog whilst on shift.

# Flyers/Posters/Ads in Analog

In Analog we get a lot of requests for advertisements. Therefore we have implemented the following policy:

All printed promotional material NOT related to ITU, a partnership with Analog and its board, or created by a student organization at ITU is not allowed in Analog at any time. This is so we don't take any particular stance on political parties and we don't promote any particular product, service, or business. Newspapers and magazines are welcomed.

If someone approaches you on your shift and asks for permission to set up advertisement, please refer them to the board for permission. The board is able to handle these requests, and discuss them if needed. No matter who wants to put up advertising, it has to be approved by the board.

# Merchandise policy

As an organization we feel that it's important to show appreciation of our volunteers, and it is important to have some shared items that helps us create an 'Analog Group Identity'. As such, when you join Analog, you receive one set of: 1 t-shirt and 1 sweatshirt. Paid by Analog. Throughout your time in Analog, any additional clothing can be purchased once a semester, barista pays 100% of the cost.

The board will reach out to new members each semester for sizes.

# Travel Expenses

Analog covers expenses within reason for travel occurring during tasks for the organization such as parking-fees, drive-now billing and reimbursement for mileage fee from the cafe to the point of interest relating to the task.

- The expense in question is always subject to approval by a board member
- Analog will never cover expenses if laws were broken, e.g. speeding tickets or other fines issued by the police.

An example of this could be renting a DriveNow car to go to Inco, or fetching barista cups from Creative Space.



# Board games

**The board games have to remain in Analog.** This is not a strict rule, as it is difficult to enforce.

If people ask nicely, they can borrow a game - just remind them that they need to bring it back.

Our board games are first and foremost for the guests in Analog.

# Insurance

Volunteers in Cafe Analog is not covered by ITU. Having a safe working environment and ensuring proper coverage of volunteers are a prerequisite for the cafe. Therefore the Board has decided to buy an insurance for all our volunteers which covers both the daily operations in the cafe and at special activities organised by the cafe, e.g. spring cleaning.

As of November 2021, all volunteers are insured by a Arbejdsskadeforsikring (Workplace insurance) and Kollektiv Ulykkesforsikring (Casualty insurance). The board has also signed a liability insurance which covers damages on a customer or customer's item.