

As the Principal Investigator (PI) of our research group, it is important to maintain an environment of respect, collaboration, and integrity. To ensure smooth operations and effective communication, the following guidelines are to be adhered to by all members of the group:

- **Respectful Communication:** All interactions within the group must be conducted in a respectful manner. Differences in opinions should be discussed constructively, fostering an environment conducive to learning and growth.
- **Approval for Holidays and Days Off:** Any requests for holidays or days off must be communicated and approved in advance by your supervisor. This ensures that project timelines are not compromised, and adequate arrangements can be made in your absence.
- **Remote Work Approval:** Prior approval from your supervisor is mandatory for any remote work arrangements. This allows for supervision, accountability, and ensures that work progress is not hindered by the change in location.
- **Supportive Leadership:** As the PI, I am committed to leading the group in a supportive and collaborative manner. While I value input from all members, final decisions will be made with the best interests of the group and individuals in mind.
- **Timely Completion of Work:** All members are expected to complete work-related tasks promptly to maintain the smooth flow of research activities and support the progress of ongoing projects.
- **Project Deadlines:** Deadlines for projects, as agreed with the PI, should be adhered to unless exceptional circumstances arise. It is essential for maintaining project timelines, meeting research goals, and ensuring the success of our endeavours.
- **Professional Development:** Providing necessary workshops, conferences, and training opportunities to enhance the skills and knowledge of all group members is a priority.
- **Encouragement for Conference Participation:** Nurturing and encouraging attendance at conferences to present our work and engage with the scientific community is strongly encouraged.
- **PI Support Availability:** Group members are encouraged to use the allocated weekly 1-hour meetings and are welcome to visit the PI's office as needed, as her door is always open for formal discussions and support.
- **Addressing Group Concerns:** Group members are encouraged to bring any concerns or issues regarding the group's functioning or individual needs directly to the PI for resolution and support, fostering a culture of open communication and collaboration.