



Camelia Botnar Foundation

Residential House Rules & Regulations

Updated May 2021

During your stay at the Foundation we expect you to behave in a respectful and civilised way. This work experience placement is residential and so it is equally important that you have a good attitude and behaviour in the house as well as at work.

The following rules apply to every trainee whilst at Camelia Botnar Foundation and are put in place for your own health, safety, welfare and development. Breaking rules will lead to disciplinary measures **and** could result in instant dismissal: -

1. **No drugs on site.** The possession or taking of drugs or other substances (except those prescribed by your own doctor) is prohibited. Random drug tests take place on a regular basis.
2. **No alcohol on site.** You must **NOT** return to site intoxicated at any time.
3. **No offensive weapons** of any kind are allowed on site.
4. **No criminal activities** of any kind either on or off the Foundation will be tolerated.
5. **No abuse, bullying or discrimination of any form will be tolerated under any circumstances.** Be aware of "banter" going too far.
6. **No Smoking in any of the accommodation buildings,** bedrooms, Main House, Coach House or Cottages this includes Vapes and e-cigarettes. This will result in instant dismissal.
7. **Smoking is ONLY allowed in the outside allocated smoking areas.**
8. **Vandalism and damage will be charged.**
9. **No work boots to be worn in the Main House or Coach House.** The boot room in the Main House basement is available for storing and changing this footwear.
10. **No selling, gambling, lending or borrowing** of money or goods or personal items.
11. **No visitors or trainees from other accommodations** allowed in your bedroom; inside or near to Coach House/Cottages. Trainees in Main house must not enter other accommodation corridors.
12. **No tools allowed in bedrooms** including penknives – do not bring work tools back from work.
13. Main House leisure facilities are available for everyone to use.
14. **You are expected to shower and change before dinner** in the evenings.
15. After **4 full** weeks of attendance, and with permission from the House Staff, you may go off site to visit with family or support workers in the evenings between 5.15 – 10.30pm. You must **not** return intoxicated.
16. If you go for a walk or leave the site for any urgent appointments, visits etc. you **MUST** ask/inform the House Staff when you leave and when you return **in person** for Fire Safety.
17. Onsite trainee (romantic/sexual) relationships are prohibited.
18. Last cigarette is at 10.15pm; in bedrooms/Coach House Lounge at 10.30pm; settled in your own room **alone** by 11pm. Noise from technology, TVs, gaming, music and phone calls must be kept to a low level so that others can sleep.
19. After **4 full** weeks of attendance and at the discretion of the House Manager you may stay occasional weekends, and you may bring in TVs (max size 32") and other belongings at your own risk. The Foundation is not liable for any personal items. You may apply to start driving lessons when you reach Level 3. Motorbikes, mopeds or electric scooters are not permitted on site under any circumstances.
20. All trainees **must return to CBF before 10:30pm on Sunday evenings.** (Unless Monday has already been booked off for annual leave or by another appropriate measure.) It is your responsibility to check/arrange transport for returning to work on Sunday. Problems like planned public transport closures are the trainee's responsibility to overcome. In exceptional circumstances it may be impossible for you to return on Sunday. If this is the case you must contact the house staff by telephone as early as possible. (If you have a problem ie no credit on mobile, free wifi is commonly available at garages, cafes, McDonalds etc. or make a WhatsApp call.) It is your responsibility to find a way to make contact. Depending on the circumstances, it may or may not be agreed for you to return on Monday morning in time to start work at 8:45am. This is at the discretion of the CBF house staff. If it is agreed that you can return to start work on Monday morning, it is your responsibility to arrive and any lateness will be treated as per the standard disciplinary procedure. However, if no contact is made, you are not permitted to turn up Monday morning and must make contact with CBF at the earliest opportunity; at which time the situation and potential sanctions will be considered.

We expect you to be polite & avoid using bad language. You will be encouraged to have a good attitude, habits, morals and manners. This will involve helping to keep the house clean, tidy & not damaging property. You are responsible for your own bedroom which must be kept clean and tidy. There will be regular room checks and random inspections.