

## Annex No. 4

### Rules for the Use of Accommodation Facilities on Projects

1. **A Project Accommodation Coordinator (Project Manager or person authorized by him):**
  - a. Takes over the apartment from a real estate agency (hereafter referred to as REA), letter;
  - b. Arranges ongoing handover of apartments to particular employees (accommodated persons);
  - c. Records and documents damages caused by employees;
  - d. Informs the Project Manager (hereinafter also referred to as PM) and discusses caused damage with REA, the letter;
  - e. Submits proposals for payment of damages caused by employees of PM who then forwards them for decision to the Damages Commission according to the Directive S12 – Damages Procedure;
  - f. Returns the apartment to the real estate agency, letter;
  - g. He is responsible for continuous registration of damages and identification of offenders.
2. **The employee (accommodated person) is obliged to keep, inter alia, the following:**
  - a. After taking over the apartment or part of it, the employee is obliged to carry out an inspection and report any detected defects to the Project Accommodation Coordinator:
    - i. **In 24 hours from taking over the apartment** (or part of it), report **visible defects** (damage to floor coverings, wall paint, furniture, sanitary equipment, non-compliance of the equipment with the inventory list – dishes, appliances including accessories, etc.);
    - ii. **In 7 days from taking over the apartment** (or part of it), report hidden defects (non-functioning electrical appliances/equipment, hidden damage to floor coverings, furniture, etc.);
  - b. Only as many persons as there are beds can be accommodated in the taken over housing unit.
  - c. Employees (accommodated persons) are also obliged to comply with local "accommodation rules" of the respective facility which take precedence over these Rules.
  - d. Pets are not allowed in the apartments. The employee is responsible for damage consisting of costs for necessary furniture cleaning, painting and repairs or potential fines due to the presence of pets. The employee is obliged to inform the Coordinator immediately if pests are detected in the apartment, e.g. cockroaches, bed bugs, etc.
  - e. The rented apartment shall be returned in the same condition in which it was handed over for use, taking into account usual wear and tear. Furniture and other equipment shall be placed in their original position.
  - f. **Smoking is not allowed in the apartments and in the common areas of the house.** (If any employee smokes in the apartment, he shall be obliged to reimburse the costs of painting and replacing the furniture).
  - g. Under any and all circumstances, employees are obliged to use a steam extractor when cooking. Any use of incense sticks, water pipes and similar smoke-producing objects is not permitted.
  - h. Wastebaskets and garbage bags shall always be placed in garbage containers. They shall not be placed on stairs or on the floor.
  - i. Liquids from tables and kitchen worktop lines shall always be wiped dry immediately. Any marks / defects on these surfaces shall result in grinding and repair or replacement at the expense of the employee. Employees are always required to use protection on surfaces against hot objects such as pots, dishes, etc. Always it is necessary to use chopping boards. Any marks / defects found on knives caused by inappropriate use shall result in grinding, repair or replacement at the expense of the employee.
  - j. All windows shall be closed during rainy/stormy weather. The employee is responsible for damages caused by failure to comply with this obligation
  - k. Bicycles and similar items shall be placed in designated areas. It is not allowed to place these items on the staircase or in the apartments.
  - l. In case of a violation of the Rules, the employee shall be charged for the costs of all repairs when restoring the apartment to its original state.
  - m. Employees are required to observe night silence between 10:00 p.m. and 6:00 a.m. The use of noisy devices is prohibited after 10:00 p.m. In case of repeated violations, the accommodation provider can order eviction of the accommodated persons without any compensation. The costs related to this eviction shall be borne by the evicted person.

- n. Leaving the apartment, employees are obliged to secure properly the apartment by locking and turning off all appliances. In case of loss of keys, they are obliged to inform the Coordinator. The loss or banging of the keys can be charged by the accommodation provider at the expense of the accommodated persons.
- o. In case of an emergency, the employee is obliged to prevent the occurrence of further damage (turn off the main shutters, etc.) and inform the Coordinator (letter) without any unreasonable delay.
- p. Employees are obliged to keep common order at accommodation premises available to them. Additional cleaning can be charged by the accommodation provider at the expense of the accommodated persons.
- q. The employee is responsible for any damage caused; a damage caused by the employee is deemed to be also any costs of removing defects not reported within the deadline according to Item 2. Letter a herein. The extent of fault and amount of compensation will be decided by the Damages Commission according to the Directive S12 – Damages Proceedings.