

## **AIMS House rules - for a safe, clean, user-friendly institute**

### **Code of conduct**

Welcome to AIMS! Our firm commitment at AIMS is to provide a safe, clean and comfortable environment within which we can all work and study. All members of the AIMS community including the staff, students and lecturers will be treated with consideration and respect at all times. We want everyone at AIMS to share in building a supportive atmosphere within which everyone feels at ease and at home.

We therefore have to impose some simple rules, designed to ensure the safety and good keeping of the Institute. We ask everyone at AIMS to obey these rules and to report all violations. We shall take all such reports very seriously and would like to stress that if people persistently violate the rules they will be endangering the success of the project. Ultimately, we shall have no alternative but to ask them to leave the Institute, but of course hope that this will never be necessary.

### **Basic Rules:**

- All genders, cultures, races, religions are treated with equal respect at AIMS.
- Everyone at AIMS must abide by South African law at all times.
- Each student is responsible for the cleanliness and good care of their own room, bedding and furniture, as well as for the care of all of the communal equipment and facilities.

### **Respect:**

- Offensive images are not to be displayed anywhere in the AIMS building.
- Everyone has a right to their personal space and to be left alone should they wish to be.

### **Access Tags:**

All visitors will be handed an access tag on arrival/registration which allows you entry into the main AIMS building. The tag will be disabled again on 7 June 2019 Please return the tags on departure. A drop off box will be allocated for this in the AIMS common area. Alternatively, please hand in the tags to the driver on departure.

Also note that no visitors are allowed into the building above the ground floor without permission from AIMS staff.

All staff and visitors are allowed have access into the building from 07h00 till 23h00. Anyone remaining in the offices and facilities after 23h00 will trigger the alarm system. You are therefore requested to leave the AIMS building just before 23h00.

### **Alcohol, smoking, drugs, weapons:**

- No alcohol anywhere in the AIMS facility.
- No smoking except in the parking area
- No illegal drugs anywhere in the AIMS facility.
- No guns or other dangerous weapons anywhere in AIMS facility.

### **Surfing and Swimming rules:**

Please make sure your footwear (or feet if coming from the sea) are clean before entering the building. There is a water outlet in the car park for the use of people coming from the beach, who should wash sand off and then enter via the rear entrance.

### **Care of equipment and the AIMS facility:**

Everything we use at AIMS has been provided by donors to whom we are directly accountable. Any misuse or damage will seriously jeopardize the future of the project. Therefore all furniture and furnishings, equipment and books must be treated with the greatest care and respect. If we look after it well, AIMS will still be beautiful in ten years time.

### **Computers:**

- No-one other than AIMS students, staff, lecturers or official visitors should be allowed to use the AIMS computers, printer or photocopiers without permission from the Institute Director or the Facility Manager.
  - No use of computers, printers or other equipment for viewing, downloading or printing offensive material.
  - No food or drink in the computer laboratories.
  - AIMS equipment may not be moved without approval of AIMS staff.
  - The privacy of others should not be abused eg. by attempting to copy or interfere with their computer files or email without their permission.
-