

## House rules for enforcement and supervision location (htl) Hoogeveen

COA uses house rules to ensure safety, quality of life and manageability on the htl Hoogeveen. Failure to follow the house rules leads to the imposition of a measure, to be determined by the htl employees.

### **1. Accommodation and living environment**

#### *1.1 The COA as a neutral reception organisation*

The COA is a political/religious neutral organisation. Political and religious activities that violate the privacy of the residents, are not allowed.

#### *1.2 Own accommodation*

You have been granted a temporary accommodation. You are responsible for cleaning and properly using your accommodation, for the living environment and for other items you received on loan.

You are not allowed to introduce any changes in, at or around the accommodation at the reception location, or change furniture. Also, the placing of own furniture or applying of own decor (such as curtains, vitrage and wall coverings) is not permitted due to fire safety. Any changes or damage for which you are responsible will be removed, replaced or repaired at your expense.

When you leave the accommodation because of a removal, you must leave your accommodation behind in a clean and good condition, with the complete COA furniture and equipment. It is not allowed to keep any pets and/or let them inside the reception location, unless you received written permission for this from the management of the reception location.

#### *1.3. Access to the accommodation and transfer*

In principle you always give htl -employees access to your accommodation. You must always let htl-employees carry out obligatory room inspections, maintenance and repair work, or introduce changes that the COA wishes to introduce in the accommodation.

It may be the case that you have to move to a different accommodation during your stay and/or that another resident is placed with you in the accommodation.

#### *1.4. Accommodation only for yourself*

The accommodation in which you live is only intended for you and your co-residents and is your main accommodation during your stay in the reception location. You are not allowed to let other persons live here.

#### *1.5. Common accommodation(s)*

The common accommodation is intended for you and your co-residents. Everybody is jointly responsible for keeping the entire location clean and liveable, including the common accommodations and immediate surroundings.

#### *1.6. Locking the location in the evening*

The front door of the location will be locked at 10 p.m. until 8 a.m. in the morning. Therefore, you are supposed to be inside before 10 p.m.

## **2. Discrimination, intimidation and violence**

The general rule of COA is that during your stay in the COA reception centre, you should comply with the laws and regulations of the Dutch society. Article 1 of the Dutch Constitution is an important starting point for the COA. It states that discrimination based on religion, philosophy of life, political affiliation, race, gender or any other ground is not permitted.

Any form of (incitement to) aggression and violence against persons, for example in the form of discrimination, threats and domestic violence, is strictly prohibited in the Netherlands and therefore in the reception centers of the COA. If you show aggressive and violent behavior towards a COA employee, the penalty will be increased.

The police will always be informed of any criminal offenses or suspicions thereof. If you are a victim of aggression and violence, the COA will always advise you to report the offender.

## **3. Visitors**

In order to receive visitors from outside the reception location, you must request permission from the COA. In addition, you must agree with the COA upon the times and conditions.

These visitors from outside the reception location who want to visit you must be reported by you to the reception of the htl, the porter or manager of the reception location. Visitors are welcome between 8.00 and 22.00 hours. You are obliged to welcome your visitors at the reception.

You are also responsible that visitors observe the rules.

The 'visitor's regulations' are available for inspection at each htl location. Visitors must observe these visitor's regulations.

## **4. Drugs, alcohol, weapons, illegal trade**

The illegal possession, use of and/or trade in drugs, qat and weapons or other types of illegal commercial activities is prohibited. Public drunkenness is not allowed.

## **5. Noise nuisance**

You must be considerate of your co-residents and neighbours and never cause any nuisance or inconvenience. It must be quiet between 22.00 and 8.00 o'clock.

## **6. Privacy breach**

We attach great value to the privacy of all residents and employees at the COA. This is why rules have been drawn up about taking photos and making films or sound recordings. These rules apply to all locations and both for residents as well as visitors.

It is forbidden to make films or sound recordings of co-residents, employees, visitors and other persons present at the location without permission within the boundaries of the htl reception location.

The use of hidden cameras is explicitly prohibited. Publishing or sharing these recordings in a different way is not allowed without the permission of those involved.

### **7. Participation in the programme**

You are expected to participate in the day programme that was composed with you. Non-participation in mandatory programme parts has a direct negative influence on your ability to return to a regular reception centre.

### **8. Mandatory conversations**

Scheduled conversations with your mentor and with the employees of the IND and the DT&V are obligatory. You must participate in them.

### **9. Mandatory TB screening**

If you come from a country where there is a lot of TB, then you are obliged to cooperate in the tuberculosis (TB) screening and, if necessary, a follow-up treatment.

### **10. Duty to reports and in-house registration**

At the htl, a weekly duty to report with AVIM and a daily in-house registration (twice a day) with the COA applies. You are obliged to report at a designated place at the time indicated by the COA. You will receive specific information about your duty to report and in-house registration from the staff at the location. Do you have a good reason not to comply with this duty to report and in-house registration? You must report this to COA employees and apply for an exemption beforehand. You must be able to present evidence that you are unable to attend for substantiated reasons.

### **11. Freedom of movement**

Upon placement in the htl, a measure 56 (pursuant to the Dutch Alien Act 2000) was imposed on you, that determines where you may or may not go within the borders of the municipality where your htl is located. You may not be in the parts of the municipality where you are not allowed to be on the basis of the measure. If the local authority / police finds you in the parts of the municipality that are not accessible to you, you can be stopped and sanctions can followed.

### **12. Items on loan**

You may temporarily receive certain items on loan. For this you must ask the permission of the COA staff in advance. Items that you received on loan must be returned at a certain time to be further agreed.

### **13. Fire regulations**

The following fire regulations must always be observed:

- It is not allowed to smoke in your own accommodation and the other premises;
- Open fire (candles, incense, oil lamps, etc.) is not permitted, except for the use of the fixed cooking appliances in the kitchens;
- Pans may not be left unattended on a burning stove while cooking.

Each change or damage to the fire prevention installation is strictly forbidden for reasons of safety.

Some examples are:

- Covering a fire detector with tape or disabling it in another way;
- Removing a door-closer or keeping a self-closing fireproof door open (for example with a wedge).

The use of unsafe electrical equipment or the fire-unsafe use of electrical equipment is not permitted.

This is at the discretion of the htl staff on site.

It is not allowed to block escape routes, for example by placing prams or bicycles in the premises or activating the fire alarm unnecessarily.

Never store petrol, alcohol or other highly flammable substances in your living space.

Always remove the old dust from the dryer filter before use. A dirty dryer can catch fire!  
When the fire alarm is activated, you must leave the premises at once and wait outside for instructions from the staff.

#### **14. Liability**

The COA is not liable for any damage to or loss of your property, also not when co-residents or others have caused the damage.

You are fully liable for any damage you cause to the accommodation and/or COA furniture and equipment and for their improper use. The repair or replacement costs will be recovered from you.

When it cannot be proved which resident(s) caused the damage in a specific accommodation or which resident(s) did not maintain the own living environment, each of these residents will be liable (jointly and severally) for the caused damage. This is the case for all house rules that apply to the accommodation.

Any disappearance or damage of COA property will be reported to the police.

#### **15. Following up instructions COA staff**

You are obliged to always follow up the instructions of the COA staff and observe the house rules.

#### **16. Complaints procedure**

The COA complaints procedure applies in the event of complaints. It is available at the reception.