

House Rules for SUSI Intercultural Women's Centre

The **SUSI Intercultural Womens Centre** is a place where women come together to exchange ideas, learn and support each other. Here we strive to create an atmosphere of respect, openness and togetherness.

To make sure that everyone feels comfortable and safe here, we have set guidelines for behaviour. These house rules serve to ensure harmonious coexistence and a positive environment for all visitors and employees.

1. General Principles and Core Values

- Male-positioned individuals may only enter our premises by prior appointment – this also applies in the context of women's group meetings. We offer a protected space for women, and unannounced visits could cause emotional distress or trigger our clients.
- We take a clear and explicit stance against all forms of racism (antisemitism), right-wing extremism, sexism, homophobia, transphobia and all forms of discrimination and/or violence.
- We have no ties to religious organisations nor any political affiliations. As a matter of principle, we do not cooperate with state or power-based institutions such as government agencies, embassies, the police, churches, temples, or political organisations and parties. We only consider engaging with such institutions when it is absolutely necessary in order to provide direct support to and for our clients. Being that we are a social and non-profit project, it is especially important to us to remain independent and to protect our clients from any potential harm.

2. House Rules / Behaviour

- Respect the privacy and personal boundaries of all visitors and employees.
- Treat everyone present with kindness and respect.
- Bullying or harassment of any kind will not be tolerated. Profanity, shouting, disrespectful communication and any form of violence are strictly prohibited.
- Photography and video recordings are only permitted with the consent of all participants.
- Keep the premises clean and tidy. Please use the designated bins for any waste.
- The use of the kitchen and office equipment is only permitted with the consent of SUSI coordinators.
- The use of SUSI's telephones, printers or computers by visitors is strictly prohibited.
- Personal belongings are to be supervised by visitors themselves. The centre assumes no liability for lost or damaged items.
- Furniture, technical equipment and other furnishings must be handled with care. Please report any lost or damaged equipment immediately to the programme coordinator.
- Any drinks stored or provided by SUSI may only be served with prior approval from the centre's staff.
- Pets are not permitted on the premises (with the possible exception of assistance animals).

3. Use of the Premises

- The premises are to be used exclusively for the intended purpose as registered with the programme coordinator. Please observe the designated usage times:
 - Monday, Wednesday, Thursday and Friday from 10:00h to 15:00h.
 - Appointments for social, psychological or legal counselling are possible until 18:00h.
 - Reservations of rooms for women's groups or events are possible from Monday to Saturday until 22:00h.
 - Sunday is a day of rest. Meetings of women's groups are permitted, but excessive noise on Sundays is not permitted.
- Visitors are not permitted to stay during the day or overnight at the SUSI Women's Centre outside of opening hours or without an appointment.
- If a visitor is asked to leave the premises by a member of SUSI's staff, they must comply with this request immediately.

4. Events and Activities

- Events and activities are open to registered participants only. Exceptions may apply for special events or occasions. The programme coordinator must be informed of this.
- Private celebrations, parties or events not coordinated with the centre are not permitted in the SUSI Intercultural Women's Centre,

5. Data Protection and Security

- Personal information and conversations with visitors or staff members are to be treated confidentially. Please respect the privacy of others.
- Emergency exits must remain freely accessible at all times. In the case of an emergency, please follow the safety signage indicating the escape routes.
- If you witness any form of discrimination, violence, or boundary violations, you are required to inform the staff.
- In the case of an emergency or problems, please contact the SUSI team immediately. (Managing Director Dr. Cassandra Ellerbe – 01525 3764 712)

6. Smoking and Alcohol

- Smoking of cigarettes/cannabis, and the consumption of illegal drugs are not permitted in the SUSI Intercultural Women's Centre.
- The consumption of alcohol is only permitted in exceptional cases and at certain events pre-determined by the centre.

7. Validity of the House Rules

- These house rules take effect immediately and all visitors must comply.
- These house rules are based on the current regulations as set by the building management and serve as a supplement to them. In case of any discrepancies, the rules of the building management take precedence.

(Effective as of July 2025)

We would like to emphasize that adherence to the house rules is essential for maintaining a respectful and harmonious atmosphere at the **SUSI Intercultural Women' s Centre**. Should the house rules be violated, we reserve the right to take the following steps:

1. Conversation with staff: In the case of an initial violation, a personal conversation with a member of staff will be held to clarify the situation and resolve any misunderstandings.

2. Warning: In case of repeated violations, a formal verbal and written warning will be issued, explaining the specific rules in question and the importance of following them.

3. Exclusion and ban from the premises: In the case of serious or repeated violations, a ban from the Women's Center will be implemented. This decision will be carefully reviewed and discussed with the SUSI team, and communicated to the person involved both verbally and in writing.