

REGULATION

Before entering, you are required to:
Read and comply with these regulations.

1. GENERAL RULES

Art. 1.1 – Observe the rules of hygiene and respect for the environment;

Art. 1.2 – Maintain the rooms, systems and equipment installed there in good condition and adapt to the Institute's requirements in order to ensure their perfect use;

Art. 1.3 – Access to the facility is allowed only during opening hours:

- from 08:45 to 18:15;

The timetables may be subject to change according to the teaching schedule and daily needs, thus postponing the closing time.

Art. 1.4 – It is forbidden for unauthorized persons to enter the facility.

Art. 1.5 – Animals of any kind are not allowed to enter.

Art. 1.6 – It is not allowed to bring alcoholic beverages, drugs, weapons and blunt objects into the structure.

Art. 1.7 – Smoking is prohibited inside the structure, except in the dedicated spaces located on levels 2 and 4. The ban is also extended to electronic devices e.g. IQOS, vaping and cigarettes with liquids;

Art. 1.8 – It is forbidden to use noisy devices that may cause disturbance;

Art. 1.9 – Do not throw waste or water out of the windows;

Art. 1.10 – It is forbidden to empty into the toilet, bidet or sink materials that may clog or damage the pipes;

Art. 1.11 – It is forbidden to daub the walls of the structure with any product;

Art. 1.12 – To keep an appropriate language: do not say bad words and do not swear;

Art. 1.13 – It is forbidden to appropriate the objects present in the structure.

Art. 1.14 – During the hours of stay at school it is **strictly forbidden**:

- Wear clothing with visible tears.
- Wear clothing that uncovers the belly.
- Wear flip-flops or beach slippers.
- Wear clothes that are too skimpy, such as those with deep necklines or very short pants and skirts.
- Wearing Bermuda shorts
- Wear tank tops and clothing that leave the shoulders bare.

2. CLASSROOMS

The classrooms are equipped with computer and visual equipment, cots, chairs. Their use must be respectful.

Art. 2.1 – At the end of their use, they must be left in the same state in which they were found before the start of lessons, including cots and chairs.

It is forbidden to:

- **Art. 2.2** – Leave papers and objects on the ground: special baskets with which the classrooms are equipped must be used;
- **Art. 2.3** – Writing on chairs and cushions;
- **Art. 2.4** – Position yourself on cots or chairs with shoes;

Art. 2.5 – Use suitable and appropriate clothing during practical lessons.

MEN: for men it would be preferable to use tight-fitting boxer shorts without front opening. Even the classic briefs can be used. On the other hand, wide boxers with front opening, bikini or male thong are prohibited.

WOMEN: clothing for women includes classic briefs and a normal bra. The use of short (below the gluteal crease) and tight-fitting volleyball shorts is allowed. Sports bras

without the back closure are prohibited, as they prevent you from being able to better view the back and the spine. In addition, lace or transparent bras or underwear cannot be used, and the use of thongs, bikini and Brazilian briefs is prohibited.

Art. 2.6 – Remain dressed during theoretical lessons.

Art. 2.7 – It is forbidden to leave the classroom in underwear.

3. AREAS

CANTEEN

Art. 3.1 – The consumption of meals is allowed inside the classroom of assignment and in the "canteen" areas located at Level 4 and Level 5. Meals are not allowed outside the designated areas.

Art. 3.2 – The equipment made available for the meal must be used with care and respect.

LIBRARY

Art. 3.3 – The books made available can only be consulted within the structure

Art. 3.4 – It is forbidden to bring the books out outside the structure.

Art. 3.5 – Whoever takes a book is responsible for it and must consult it carefully.

Art. 3.6 – After their use, books must be placed back where they were taken.

Art. 3.7 – Do not damage or steal books, otherwise they must be bought back at your own expense.

CORRIDORS and FLOORS

Art. 3.8 – It is forbidden to disturb lessons and facility staff.

Art. 3.9 – Use appropriate clothing when attending common areas.

Art. 3.10 – The use of lifts requires particular attention and compliance with current regulations:

- People should not enter the cabin in a number exceeding the stated capacity;
- You must not attempt to open the door before the lift has stopped at the floor;
- The use of the lift is not recommended for people who are unable to perform the necessary maneuvers or suffer in enclosed spaces;

CLINICS

Art. 3.11 – access is allowed upon request and only after authorization of the staff in charge.

GYMNASIUM

Art. 3.12 – access is allowed upon request and only after authorization of the staff in charge.

Art. 3.13 – access is not allowed during lesson hours.

Art. 3.13 – It is mandatory to keep the rooms and equipment at your disposal in good condition;

4. RELATIONS WITH NON-TEACHING STAFF and TEACHING STAFF

Art. 4.1 – Do not demand from the staff any service not provided for in the normal service program and do not put pressure on the staff themselves to obtain preferential treatment;

Art. 4.2 – Maintain a relationship of mutual respect and understanding with the staff;

Art. 4.2 – The staff is not responsible for objects left unattended inside the structure.