

From: Amanda Scholes on behalf of Planning.Responses
Sent: 11 November 2020 09:34
To: Planning Scanning
Subject: FW: BR/213/20/PL - Royal Bay - example of accommodation handbook/license agreement
Attachments: 2. Accommodation Licence Agreement - Sliding Scale.pdf; 1. ACCOMM HANDBOOK - KENT - ORCHARD VIEWS - translated.pdf

Amanda Scholes | Receptionist, Department, [Arun District Council](#) | Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
Internal: 37736 | External: +44 (0) 1903 737500 ext 37736 | E-mail: amanda.scholes@arun.gov.uk



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From: Maria Tomalova <Maria.Tomalova@arun.gov.uk>
Sent: 11 November 2020 09:29
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: FW: BR/213/20/PL - Royal Bay - example of accommodation handbook/license agreement

Please upload the attached to the above application as 'Supporting Documents'

Thank you

Maria Tomalova | Senior Planning Officer, Directorate of Place, [Arun District Council](#) | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
Internal: 37510 | External: +44 (0) 1903 737510 | E-mail: maria.tomalova@arun.gov.uk



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From: Ruth Harding [REDACTED]
Sent: 11 November 2020 07:56
To: Maria Tomalova <Maria.Tomalova@arun.gov.uk>
Subject: FW: BR/213/20/PL - Royal Bay - example of accommodation handbook/license agreement

Dear Maria

I have been sent these documents which comprise examples of the accommodation handbook (this one refers to a different site) which sets out house rules regarding conduct and behaviour as well as an accommodation contract. The contract is signed by residents which binds them to the rules and regulations contained within the handbook. These would obviously be adapted to make specific reference to Royal Bay but hopefully you can see that there is a well-organised and strictly controlled system for on-site management to ensure that residents do not impact on neighbours. As set out in the application documentation, the on-site manager will keep a close eye on residents behaviour and Pro-Force has a zero tolerance policy as well as a hot-line for residents.

In view of the above, you might want to adapt the planning condition to include reference to these documents.

Kind regards

Ruth



Ruth Harding (BSc, MA, MRTPI)
Director
Gemini Planning Services Ltd



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From: James Mallick
Sent: 11 November 2020 07:38
To: 'Ruth Harding'
Subject: RE: BR/213/20/PL

Hi Ruth,

Apologies I forgot to attach this yesterday, please see attached our accommodation licence agreement and an example handbook from one of our other sites.

Kind Regards

James Mallick
Compliance and Implementation Director





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From: James Mallick
Sent: 10 November 2020 09:08
To: 'Ruth Harding' [REDACTED]
Subject: RE: BR/213/20/PL

Hi Ruth

Please see attached

Kind Regards

James Mallick
Compliance and Implementation Director



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From: Ruth Harding [REDACTED]
Sent: 10 November 2020 08:59

To: James Mallick [REDACTED]
Subject: Re: BR/213/20/PL

Hi James

Thanks for this. If it's at all possible to add the words "method statement" to the title that would be really helpful. Thank you for confirming agreement of the EOT and the anticipated March 1st date for placement of the additional residents.

Kind regards
Ruth

Ruth Harding BSc (Hons) MA MRTPI
Gemini Planning Services Limited
[REDACTED]

On Nov 10, 2020, at 8:48 AM, James Mallick [REDACTED] wrote:

Good morning Ruth,

1. The phrase "method statement" is possible not the right terminology so please see attached our current COVID-19 policy which details our approach to Covid Management, will this suffice? (we can rename it to method statement if needed). It is also important to stress this is a live document and will change in line with government advice and industry best practice.
2. We do agree to the extension of time
3. Realistically we would anticipate additional residents being placed at Royal Bay from the 1st of March 2021.

Kind Regards

James Mallick
Compliance and Implementation Director
[REDACTED]

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From: Ruth Harding [REDACTED]
Sent: 09 November 2020 12:50
To: James Mallick [REDACTED]
Subject: FW: BR/213/20/PL

Hi James

Thank you for taking my call this morning. Yes, good we've achieved a positive recommendation but disappointing that the application missed the November date (as I understand it, due to workload and the agenda being "full")!

As explained, the Officer's Report is apparently now written but she would like to have some "ammo" ready for Committee in December.

1. In the planning statement, Matt included the following text ...

*"The proposed temporary accommodation will be supervised and managed to ensure neighbours are not impacted. The applicant and its sister company has experience in managing such facilities; safeguards and protocols will be put into place to ensure that the accommodation meets acceptable standards. The accommodation will be divided into "cohorts" with any central facilities operated in accordance with **an agreed method statement** ensuring that social distancing between each cohort is achieved"*

She would like to see the "**agreed method statement**" – is this something you actually have yet or is it something you were going to prepare if pp is forthcoming?

2. I also wonder whether it would be useful for them to see an example of the Agreement residents have to sign up to when they arrive ... would this be possible?
3. Could you confirm that you are prepared to agree an extension of time until 2 days after the Planning Committee ie 4th December 2020. As explained, the only reason the Council are asking for this is to help them meet their statistical targets – (it is supposed to be used sparingly when progress is being made but more time is needed to resolve remaining issues but is increasingly being abused by Councils to make their performance look better than it is). The only implication of agreeing an extension of time is that it a) takes away the option of appealing against non-determination of the application although I doubt you would want to do this as it could delay a decision by as much as 8 months or so and b) takes away the option of asking for the application fee to be returned if there is no decision within a 6 month period (unlikely to be the case here).

I look forward to hearing from you
Kind regards
Ruth



Ruth Harding (BSc, MA, MRTPI)
Director
Gemini Planning Services Ltd



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From: [Maria Tomalova](#)
Sent: 09 November 2020 11:48
To: [Ruth Harding](#)
Subject: BR/213/20/PL

Dear Ruth,

If you can provide us with an agreed method statement, mention in your Statement, it would be beneficial.

'The proposed temporary accommodation will be supervised and managed to ensure neighbours are not impacted. The applicant and its sister company has experience in managing such facilities; safeguards and protocols will be put into place to ensure that the accommodation meets acceptable standards. The accommodation will be divided into "cohorts" with any central facilities operated in accordance with **an agreed method statement** ensuring that social distancing between each cohort is achieved.'

Kind regards

Maria

[Maria Tomalova](#) | Senior Planning Officer, Directorate of Place, [Arun District Council](#) | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37510 | External: +44 (0) 1903 737510 | E-mail: maria.tomalova@arun.gov.uk





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Welcome to Pro-Force
Witamy w Pro-Force
Bun venit la Pro-Force
Добре дошли в Про-Форс

Orchard Views



**This Handbook contains all the information you
need to know whilst living with Pro-Force.**

**Ta broszura zawiera informacje, które będą niezbędne podczas
korzystania z zakwaterowania z Pro-Force**

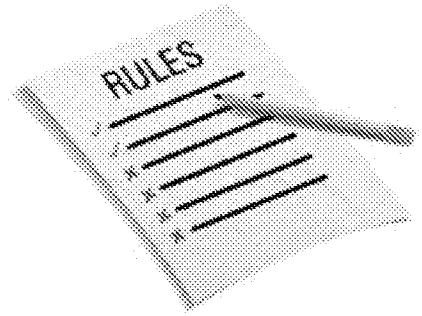
**Acest manual contine toate informatiile pe care trebuie sa le cunoasteti atat
timp cat locuiti la Pro-Force.**

**Този наръчник съдържа цялата необходима информация, докато
сте настанени в квартира на Про-Форс**

Any questions, please ask a member of Pro-Force staff.
Masz jakiegokolwiek pytania, zpytaj pracownika Pro-Force
Daca aveti intrebari, adresati-va unui membru al personalului Pro-Force.
Ако имате въпроси, моля обърнете се към персонала на Про-Форс

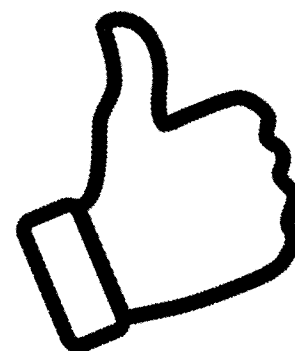


ACCOMMODATION RULES ZASADY ZAKWATEROWANIA REGULI DE CAZARE ПРАВИЛА ПРИ НАСТАНЯВАНЕ



1. You must keep your accommodation CLEAN and TIDY at all times.
Zawsze utrzymuj porządek w swoim miejscu zakwaterowania.
Trebuie sa pastrati cazarea in permanenta curata si ordonata.
Поддържайте квартирата чиста и подредена през цялото време
2. Do not tamper with or cover smoke or CO detectors.
Nie ruszaj ani nie zakrywaj detektorów dymu i tlenku węgla.
Nu aveti voie sa acoperiti sau sa umblati la detectoarele de fum sau CO.
Не пипайте и не покривайте детекторите за дим или въглероден двуокис
3. You must not damage the accommodation or any of the items within the accommodation, on the site or any of the shared areas.
Nie wolno ci niszczyć niczego w miejscu zakwaterowania i wokół niego.
Nu trebuie sa deteriorati cazarea sau nici unul din obiectele din incinta sau din zonele comune.
Не нанасяйте щети в квартирата или на каквито и да е били принадлежности в нея или в която и да е било от общите части.
4. You must not make any alterations or additions to the accommodation without the written permission of Pro-Force.
Nie wolno Ci zmieniać lub dobudowywać niczego bez pisemnej zgody z Pro-Force.
Nu trebuie sa faceti nici-o modificare sau completare la cazare fara permisiunea scrisa a Pro-Force.
Не може да правите каквито и да е било промени или допълнения в квартирата без писмено разрешение на Про-Форс
5. You must not keep any dangerous or flammable materials in or around the accommodation.
Nie wolno Ci przechowywać niebezpiecznych lub łatwopalnych przedmiotów na terenie zakwaterowania.
Nu trebuie sa pastrati materiale periculoase sau inflamabile in sau in jurul locuintei.
Не дръжте никакви опасни или лесно запалими материали в или около квартирата ви.
6. Do not attempt to make repairs yourself.
Nie naprawiaj niczego samodzielnie, zgłoś uszkodzenie w Pro-Force.
Nu incercati sa efectuati reparatii.
Не се опитвайте да извършвате ремонти сами.
7. If something is broken or damaged, you must follow the damage reporting procedure.
Jeśli coś jest uszkodzone postępuj zgodnie z procedurami zgłoszeniowymi.
Daca ceva este stricat sau deteriorat trebuie sa urmati procedura de raportare a daunelor.
Ако нещо е счупено или повредено, трябва да следвате процедурата за докладване на щети.
8. You must use the accommodation as instructed or as normal domestic living permits.
Zawsze korzystaj z zakwaterowania zgodnie z instrukcjami i zasadami.
Trebuie sa utilizati locuinta conform instructiunilor si sa respectati regulile campusului.
Трябва да ползвате квартирата според инструкциите или като нормално битово домакинство
9. Do not cover wall vents.
Nie zakrywaj wentylatorów umieszczonych w ścianach.
Nu acoperiti aerisirile.
Не покривайте отдушниците на стените

10. Keep the accommodation ventilated and open windows regularly. Do not allow condensation to build up.
Pomieszczenia muszą być często wietrzone i wentylowane. Nie pozwól by nagromadziła się wilgoć.
Pastrati cazarea aerisita, deschideti geamurile in mod regulat. Nu permiteti formarea condensului.
Проветрявайте и отваряйте прозорците редовно. Не позволявайте образуването на конденз.
11. All electrical items must be safe to use and PAT tested. Unsafe items will be confiscated.
Wszystkie urządzenia elektryczne muszą być sprawdzone i zakwalifikowane do użytku.
Niezakwalifikowane urządzenia będą skonfiskowane.
Toate echipamentele electrice trebuie să fie sigure și PAT testate pentru a putea fi folosite.
Echipamentele nesigure vor fi confiscate.
Всички електроуреди трябва да бъдат безопасни и преминали ПАТ тест -тест за безопасност. Опасните електроуреди ще бъдат конфискувани
12. Do not daisy chain extension leads.
Nie podłączaj wielu przedłużaczy do gniazdek elektrycznych.
Nu puneți mai multe prelungitoare într-o priză.
Не пускайте кабели за удължаване на веригата
13. Do not put wet wipes down the toilet.
Nie wyrzucaj higienek do demakijarzu lub czyszczących do toalety
Nu puneți servetele umede în toaletă.
Не хвърляйте мокри кърпички в тоалетната
14. Do not put food or fat down any drain including kitchen and bathroom.
Nie wyrzucaj jedzenia lub tłuszczu do zlewu lub łazienki.
Nu puneți alimente sau grasimi în canalizare, inclusiv bucatarie și baie.
Не изхвърляйте остатъци от храна или мазнина, в която и да е канализация на квартирата, включително кухнята и банята.
15. Any items that breach accommodation rules will be confiscated.
Wszystkie przedmioty łamiące zasady zakwaterowania zostaną skonfiskowane.
Orice obiecte care încalca regulile de cazare vor fi confiscate.
Всякакъв вид артикули, нарушаващи правилата за настаняване, ще бъдат конфискувани
16. You must use the accommodation as a private residence only. You must not carry out any profession, trade or business anywhere in the accommodation.
Możesz korzystać z zakwaterowania tylko jako prywatna osoba. Nie wolno Ci używać zakwaterowania do handlu lub żadnego innego rodzaju interesów.
Вие трябва да използвате жилището само като частен дом. Не може да извършвате каквато и да е била търговия, професия или бизнес в него.
17. You must not sublet the accommodation.
Nie wolno Ci podnajmować zakwaterowania innym.
Nu trebuie să închiriați cazarea.
Не може да преотдавате жилището под наем.
18. Cars are permitted in designated areas only. Cars or vehicles are not permitted on accommodation sites.
Samochody są dozwolone tylko w wyznaczonych do tego miejscach, nie na terenie zakwaterowania.
Autoturismele sunt permise numai în zonele desemnate. Nu aveți voie cu autovehicule în incinta cazării.
Коли са разрешени само в обозначените за това зони. Коли и превозни средства не се допускат вътрешната зона на Кемпсайтовете.



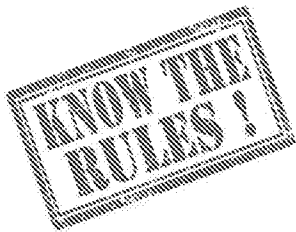
19. All cars must have all legal requirements including licencing, road tax and insurances.
Wszystkie samochody muszą posiadać wumaganą dokumentację: lecenje. Podatek drogowy i ubezpieczenie.
Toate autovehiculele trebuie sa aiba toate cerintelele legale, inclusiv licentierea, taxele rutiere, si asigurarile
Всички коли трябва да притежават легална документация, включваща шофьорска книжа, платен пътен данък и застраховка.
20. Loud music is not permitted at any time, day or night. If the music can be heard outside the accommodation unit, it is too loud.
Słuchanie głośnej muzyki jest zabronione zarówno podczas dnia jak i nocy. Jeżeli można słyszeć muzykę poza karawanem znaczy to, że jest zbyt głośna.
Nu este permisa muzica puternica in orice moment, zi sau noapte. Daca muzica poate fi auzita in afara unitatii de cazare, este prea tare.
Слушането на висока музика не е разрешено през цялото денонощие. Ако музиката се чува извън квартирата ви - това означава , че музиката е твърде силна.
21. You must dispose of waste correctly in the business provided. You must not allow waste to build up.
Musisz utylitować odpady zgodnie z zasadami, nie wolno Ci nagromadzić odpadków.
Trebuie sa aruncati corect deseurile in activitatea furnizata. Nu trebuie sa permiteti acumularea deseurilor
Изхвърляйте отпадъците на определените за това места. Не замърсявайте.
22. You are not permitted to keep pets in the accommodation.
Nie wolno mieć żadnych zwierząt na zakwaterowaniu.
Nu aveti voie cu animale de companie in locuinta.
Не се разрешават домашни питомци в квартирата.
23. Children or people under the age of 18 are not permitted on site.
Dzieci i osoby poniżej 18-tego roku życia nie mogą przebywać na zakwaterowaniu.
Copii sau persoanele cu varsta sub 18 ani nu au voie in incinta cazarii.
На деца под 18 години не се разрешава да пребивават в Кемпсайтовете
24. Smoking is not permitted in any area of the accommodation apart from designated areas. Do not throw cigarette butts on the floor.
Palenie jest dozwolone tylko w wyznaczonych do tego miejscach. Zabronione jest rzucanie niedopałków po papierosach na ziemie.
Fumatul este interzis in orice zona a locuintei, in afara de zonele, desemnate. Nu aruncati resturi de tigari pe jos.
Пушенето е забранено в квартирата!, Пушенето се разрешава само в обозначените за това зони.

Thank You



NO SMOKING

**It is against the law to
smoke in these premises**



BEHAVIOUR RULES ZASADY ZACHOWANIA REGULI DE COMPORTAMENT ПОВЕДЕНЧЕСКИ ПРАВИЛА



1. Pro-Force has a zero tolerance policy on any instance of violence, bullying, aggressive, racist or discriminatory behaviour.
Pro-Force nie toleruje w żadnej sytuacji zachowania agresywnego, przesładowania lub nękania, rasizmu lub dyskryminacji
Pro-Force are o politica de zero toleranta in orice caz de violenta, agresivne, comportament agresiv, rasist sau discriminatoriu
Про-Форс проявява нулева толерантност при какъвто и да е било случай на насилие, тормоз, агресия, расизъм или дискриминационно поведение.
2. Possession, consumption or use of illegal drugs is prohibited by law and on all accommodation sites.
Posiadanie i konsumpcja nielegalnych środków lub narkotyków jest prawnie zabroniona na terenie zakwaterowania we wszystkich lokalizacjach.
Posesia, consumul de droguri ilegale, este interzis prin lege si in toate locurile de cazare.
Притежание, потребление и използването на наркотици е забранено от закона на територията на всички Кемпсайтове.
3. Possession or use of weapons is prohibited by law and on all accommodation sites.
Posiadanie lub używanie broni jest zabronione na terenie zakwaterowania we wszystkich lokalizacjach.
Posesia sau utilizarea armelor sunt interzise prin lege si in toate locurile de cazare.
Притежание или използване на оръжие е забранено от закона на територията на всички Кемпсайтове.
4. Any immoral or illegal behaviour not listed here is prohibited.
Wszelkie niemoralne lub nielegalne zachowanie nie uwzględnione wcześniej jest zabronione.
Orice comportament imoral sau ilegal care nu este mentionat aici este interzis
Всякакво неморално и незаконно поведение, което не е упоменато тук, е забранено.
5. Criminal or illegal activity will be reported to the relevant authorities.
Wszelkie zachowanie nielegalne lub o charakterze kryminalnym bedzie zgłoszone do odpowiednich władz.
Activitatea criminala sau ilegala, va fi raportata autoritatilor competente.
Криминални или незаконни действия ще бъдат докладвани на съответните органи.
6. Respect your neighbours, do not shout or cause disturbances.
Szczepnij swoich sąsiadów i upewnij się, że nie naruszasz ich spokoju.
Respectati vecinii, nu strigati si nu provocati tulburari.
Уважавайте съседите си, не крещете и не ги смущавайте.
7. Breaches of these rules will result in the application of Accommodations Warnings, and may result in your eviction from the accommodation.
Naruszenie którejkolwiek z wyżej wymienionych zasad spowoduje aplikację systemu ostrzeżeń i może doprowadzić do eksmisji.
Incalcarea acestor reguli va duce la aplicarea avertismentelor privind cazarea si poate duce la evacuarea dumneavoastra din locuinta.
Нарушението на тези правила ще доведе до налагане на Предупреждения и може да доведе до изгонването Ви от квартирата.

VISITOR RULES

REGUŁY ODWIEDZAJĄCYCH

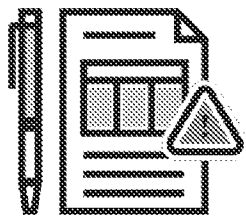
REGULI PENTRU VIZITATORI

ПРАВИЛА ЗА ПОСЕТИТЕЛИ



1. Visitors are allowed during the day.
Odwiedzający mogą przebywać na terenie zakwaterowania tylko podczas dnia.
Aveți voie cu vizitatori în timpul zilei.
Посещения са разрешени през деня
2. Overnight visitors are not permitted.
Odwiedzający nie mogą nocować na terenie zakwaterowania.
Nu aveți voie cu vizitatori pe timpul nopții
На външни посетители не се разрешава да пренощуват
3. Visitors must leave the site by 22:00.
Odwiedzający muszą opuścić zakwaterowanie do godziny 22.
Vizitatorii trebuie să părăsească cazarea până la ora 22:00
Посетителите трябва да напуснат Кемпсайта до 22:00
4. You are responsible for all actions of your visitors. All visitors are required to adhere to the rules laid out in this Handbook.
Ty ponosisz odpowiedzialność za zachowanie swoich gości.
Sunteți responsabili pentru toate acțiunile vizitatorilor dumneavoastră. Toți vizitatorii trebuie să respecte regulile stabilite în acest manual.
Отговорни сте за действията на вашите посетители. От всички посетители се изисква да спазват правилата, описани в този Наръчник
5. If your visitors break or damage something on the accommodation, you will be held responsible for it.
Jeśli Twoi goście zniszczą coś na terenie zakwaterowania, będziesz odpowiedzialny za spłatę kosztów naprawy.
Dacă vizitatorii dumneavoastră sparg sau distrug ceva în locuința, veți fi responsabili pentru aceasta.
Ако ваш посетител счупи или повреди нещо в квартирата, вие носите отговорност за това.





DAMAGE REPORTING ZGŁASZANIE USZKODZEŃ RAPORTAREA DAUNELOR ДОКЛАДВАНЕ НА ЩЕТИ

If you notice any damage in your accommodation or on the accommodation site, including:
Jeśli zauważysz jakiegokolwiek uszkodzenia w swoim karwanie lub na terenie zakwaterowania, włącznie z:
Daca observati orice dauna in cazare sau in jurul acesteia in site inclusiv:
Ако забележите на каква повреда в квартирата или на територията на Кемпсайта, включително:

- Damage to electrical equipment
Uszkodzenie urządzeń elektrycznych
Deteriorarea echipamentului electric
Повреда в електрическото оборудване
- Any other damage
Jakiegokolwiek inne uszkodzenia
Orice alte daune
Някакви други повреди
- Damage to gas equipment
szkodzenie urządzeń gazowych
Deteriorarea echipamentului de gaz
Повреда в оборудването за газ
- Any repairs needed
Konieczność naprawy
Orice reparatii necesare
Необходимы ремонти

**You must report it to Pro-Force.
Musisz zgłosić to do Pro-Force
Trebuie sa raportati la Pro-Force.
Уведомете Про-Форс**

Visit the office, call us or speak to a Pro-Force representative. You can also complete the damages form in your accommodation. The damages form will be inspected by Pro-Force staff when the accommodation checks are completed.

Przyjdź do biura, zadzwoń do nas i porozmawiaj z pracownikiem Pro-Force. Możesz również wypełnić specjalny formularz szkód na Twoim zakwaterowaniu. Formularz ten jest sprawdzany podczas kontrolnych wizyt z Pro-Force

Vizitati biroul, sunati-ne sau vorbiti cu un reprezentant Pro-Force. De asemenea puteti completa formularul de daune in locuinta dumneavoastra. Formularul de daune va fi inspectat de catre personalul Pro-Force atunci cand se vor efectua verificarile de cazare.

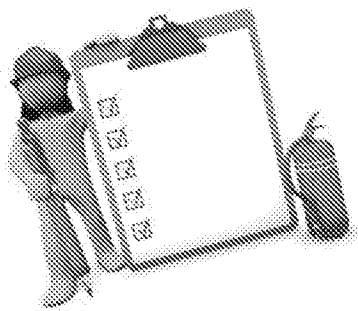
Посетете офиса, позвънете или разговаряйте с представител на Про-Форс. Можете да попълните формуляра за нанесени щети в квартирата. Всички формуляри за щети ще бъдат проверени от служител на Про-Форс и ще бъде направен оглед на квартирата.

**IF THE REPAIR IS URGENT, CALL THE OFFICE OR
SPEAK TO A MEMBER OF PRO-FORCE STAFF.**

**JEŚLI NAPRAWY MUSZĄ BYĆ WYKONANE NATYCHMIASTOWO ZADZWOŃ LUB ZGŁOŚ TO
PRACOWNIKOWI PRO-FORCE**

**DACA REPARATIA ESTE URGENTA, SUNATI LA BIROU SAU VORBITI CU UN MEMBRU PRO-
FORCE.**

**АКО ПОВРЕДАТА ИЗИСКВА НЕОТЛОЖЕН РЕМОТ, ПОЗВЪНЕТЕ В ОФИСА
ИЛИ РАЗГОВАРЯЙТЕ С НАШ СЛУЖИТЕЛ**



FIRE PROCEDURES W RAZIE POŻARU IN CAZUL UNUI INCENDIU ПРОЦЕДУРИ ПРИ ПОЖАР



Your Fire Evacuation Procedure is displayed in:

Procedury ewakuacyjne są umieszczone:

Procedura de evacuare este afisata in:

Евакуационният ви план е изложен в:

- All accommodation units
W każdym karawanie
Toate unitatile de cazare
Всяко едно жилище
- All shared areas
W każdym pomieszczeniu wspólnego użytku
Toate zonele comune
В общите части
- All notice boards
Na każdej tablicy informacyjnej
Toate panourile de informatii
На всяко информационно табло

PRO-FORCE FIRE POLICY PRO-FORCE BEZPIECZEŃSTWO POŻAROWE PRO-FORCE PROCEDURI IN CAZ DE INCENDIU ПОЛИТИКА НА ПРО-ФОРС ПРИ ПОЖАР

1. In the event of a fire
W przypadku ognia
In caz de incendiu
В случай на пожар

Parasiti incaperea prin cea mai apropiata iesire de incendiu
Напуснете незабавно през най-близкия аварийен изход
2. Raise the Alarm using the nearest Fire Alarm
Wszczac alarm za pomocą najbliższego urządzenia alarmowego
Trageți alarma utilizand cea mai apropiată alarma de incendiu
Задействайте най-близката аларма при пожар
3. Leave immediately via the nearest Fire Exit
Opusćić miejsce za pomocą najbliższego wyjścia awaryjnego
4. Proceed to the nearest Assembly Point
Udaj się do punktu zbiórki
Mergeti la cel mai apropiat punct de adunare
Отправете се към най-близкия сборен пункт
5. Call the Fire Brigade on 999
Zadzwoń po straż Pożarną na 999
Apelati brigada de pompieri la numărul 999
Позвънете на Пожарната на 999

DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS YOU ARE CONFIDENT, COMPETENT AND HAVE RECEIVED SUITABLE TRAINING.

NIE PRZYSTĘPUJ DO GASZENIA OGNI JEŚLI NIE JESTEŚ DO TEGO ODPOWIEDNIO PRZESZKOLONY.

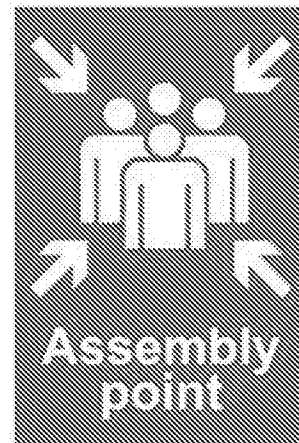
NU INCERCATI SA LUPTATI CU INCENDIUL DACA NU SUNTETI CONFIDENT, COMPETENT SI DACA NU AVETI PREGATIREA NECESARA

НЕ СЕ ОПИТВАЙТЕ ДА ГАСИТЕ ПОЖАРА, ОСВЕН АКО НЕ СТЕ СИГУРЕН В КОМПЕТЕНТНОСТТА СИ И СТЕ ПРЕМИНАЛИ НЕОБХОДИМОТО ОБУЧЕНИЕ.

**DO NOT PANIC – ACT SWIFTLY AND POSITIVELY
NIE PANIKUJ, DZIAŁAJ ROZSĄDNIIE I PŁYNNIE
NU INTRATI IN PANICA- ACTIONATI RAPID SI POZITIV
БЕЗ ПАНИКА - ДЕЙСТВАЙТЕ БЪРЗО И ПРАВИЛНО**



FIRE DRILLS TRENING EWAKUACYJNY EXERCITII DE INCENDIU ТРЕНИРОВКИ ЗА ПОЖАР



1. Fire drills will take place **FOUR TIMES PER YEAR**.
Treningi ewakuacyjne odbywać się będą cztery razy w roku.
Exercitiile de incendiu vor avea loc de 4 ori pe an.
Тренировките за пожар ще се провеждат **ЧЕТИРИ ПЪТИ ГОДИШНО**.
2. You must complete fire drills and follow all instructions provided to you by your fire marshal.
Musisz brać udział w treningach i przestrzegać instrukcji osoby prowadzącej.
Trebuie sa participati la exercitiile de incendiu si sa urmati toate instructiunile utilizate de catre ofiterul dumneavoastra de pompieri.
Трябва да преминете обучението и да следвате всички инструкции на вашият инструктор
3. This is for your own and others safety.
Jest to konieczne dla Twojego bezpieczeństwa.
Aceasta este pentru siguranta dumneavoastra si a celorlalti.
Това е за ваша собствена безопасност и безопасността на всички останали.

RESPONSIBLE PERSONS OSOBY ODPOWIEDZIALNE PERSOANE RESPONSABILE ОТГОВОРНО ЛИЦЕ



FIRE MARSHALL OSOBA ODPOWIEDZIALNA ZA BEZPIECZEŃSTWO POŻAROWE RESPONSABIL IN CAZ DE INCENDIU ПОЖАРЕН ИНСТРУКТОР

All Fire Marshalls are identified and information regarding your Fire Marshal is available in all communal or shared areas and on notice boards.

Dane osób odpowiedzialnych za bezpieczeństwo pożarowe są udostępnione na terenie obiektów wspólnego użytku oraz na tablicach informacyjnych.

Toti responsabili in caz de incendiu pot fi identificati si puteti obtine toate informatiile referitoare la ei in toate zonele comunale sau comune si pe panourile de informatii.

Предоставени са данни за всички пожарни инструктори и информация относно вашия можете да на мерите във всички общи части и на информационните табла.

**FIRST AIDERS
PIERWSZA POMOC
RESPONSABIL IN CAZ DE PRIM AJUTOR
ЛИЦА ЗА ПЪРВА ПОМОЩ**

All First Aiders are identified and information regarding your First Aider is available in all communal or shared areas and on notice boards.

Wszyscy pierwsi pomocnicy są identyfikowani, a informacje dotyczące twojego pierwszego pomocnika są dostępne we wszystkich obszarach wspólnych lub wspólnych oraz na tablicach ogłoszeń

Toti responsabili de prim ajutor pot fi identificati si puteti obtine toate informatiile referitoare la ei in toate zonele comunale sau comune si pe panourile de informatii.

Предоставени са данни за лицата за първа помощ и информация относно вашето можете да намерите във всички общи части и на информационните табла.



**FIRST AID KITS
APTECZKI
TRUSE DE PRIM AJUTOR
КОМПЛЕКТИ ЗА ПЪРВА ПОМОЩ**

All accommodation sites have first aid boxes, and information regarding the location of your first aid kits is available in all communal or shared areas and on notice boards.

Na terenie zakwaterowania we wszystkich lokalizacjach są apteczki, informacja gdzie można je znaleźć umieszczona jest we wszystkich obiektach wspólnego użytku oraz na tablicach informacyjnych.

Toate locurile de cazare au truse de prim ajutor, iar informatiile unde se afla trusele de prim ajutor sunt disponibile in toate zonele comunale sau comune si pe panourile de informare.

Всички Кемпсайтове са снабдени с кутии за първа помощ и информация за местоположението на вашата можете да намерите във всички общи части и на информационните табла.

ACCIDENT REPORTING ZGŁASZANIE WYPADKÓW Raportarea Accidentelor ДОКЛАДВАНЕ НА ЗЛОПУЛУКА



1. If you have any accident on the accommodation site, you must ensure that you receive the appropriate treatment.
Jeśli przydarzy Ci się jakiś wypadek w miejscu zakwaterowania, upewnij się, że otrzymujesz odpowiednie leczenie.
Dacă aveți un accident în zona unde locuiți, trebuie să vă asigurați că primiți tratamentul corespunzător.
Ако претърпите злополука на територията на Кемпсайта, убедете се че получавате правилното лечение
2. If you need first aid, please contact your first aider to administer first aid.
Jeżeli potrzebujesz udzielenia pierwszej pomocy, skontaktuj się z osobą upoważnioną do tego.
Dacă aveți nevoie de prim ajutor, vă rugăm să contactați responsabilul în caz de prim ajutor pentru a administra primul ajutor.
Ако се нуждаете от първа помощ, моля свържете се с лицето за първа помощ за да ви бъде оказана такава
3. In the event of a medical emergency, call an ambulance on 999.
Jeżeli w wypadku potrzebujesz pomocy i opieki medycznej, zadzwoń po pogotowie medyczne pod numerem telefonu 999.
În caz de urgență medicală, apelați ambulanța la numărul 999.
При спешност, повикайте линейка на 999
4. After the event, ensure you receive any follow up treatment you may require.
Po wypadku upewnij się że otrzymujesz odpowiednie leczenie uzupełniające, którego możesz się domagać.
După eveniment asigurati-vă că primiți tratamentul de care aveți nevoie.
След злополука, убедете се че получавате лечението, което ви е необходимо.
5. Please ensure all accidents are reported to Pro-Force and the Accident Book is completed.
Proszę upewnij się, że wszystkie wypadki zostały zgłoszone do PRO-FORCE i zapisane w książce Record Wypadków.
Asigurați-vă că toate accidentele sunt raportate la Pro-Force și Cartea de Accidente este completată.
Моля, убедете се, че всички злополуки са докладвани на Про-Форс и са записани в журнала за злополуки.



EMERGENCY CONTACTS
KONTAKT W NAGŁYCH WYPADKACH
CONTACTE DE URGENTA
КОНТАКТИ ПРИ СПЕШНИ СЛУЧАИ

FIRE
OGIEŃ
Фок
ПОЖАР

Activate Fire Alarm
Wszczęć alarm
Activati focul
Активируйте алармата за по
жар

Evacuate Area
Ewakuacja miejsca wypadku
Evacuati zona
Евакуируйте се
Съберете се в сборният пунк
т

Assemble at Assembly Point
Udaj się w miejsce zbiórki
Adunarea la Punctul de
Adunare

CALL 999
ZADZWOŃ 999
Apelati 999
ПОЗВЪНЕТЕ НА 999

MEDICAL
MEDYCZNE
Medical
ЗДРАВОСЛОВНИ

If trained, administer first aid
Jeżeli jesteś przeszkolony
udziel pierwszą pomoc
Daca sunteti antrenati acordati
primul ajutor
Ако сте обучени, окажете пъ
рва помощ

Follow instructions
Postępuj zgodnie z instrukcją
Folositi instructiunile
Следвайте инструкциите

CALL 999
ZADZWOŃ 999
Apelati 999
ПОЗВЪНЕТЕ НА 999

POLICE
POLICJA
POLITIA
КРИМИНАЛНИ

Dangerous or criminal activity
Niebezpieczeństwo lub
przestępcza działalność
Activitate periculoasa sau
criminal
При опасност или криминалн
а дейност

Get to a safe place
Zapewnij sobie bezpieczne
miejsce
Treci la un loc sigur
Отидете на безопасно място

Follow instructions
Postępuj zgodnie z instrukcją
Urmeaza instructiunile
Следвайте инструкциите

CALL 999
ZADZWOŃ 999
Apeleaza 999
ПОЗВЪНЕТЕ НА 999



KITCHEN RULES BE SAFE IN THE KITCHEN

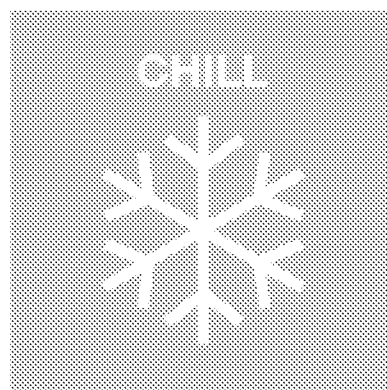
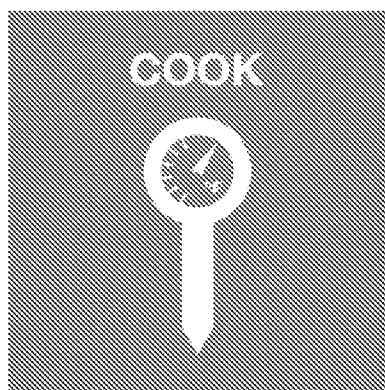
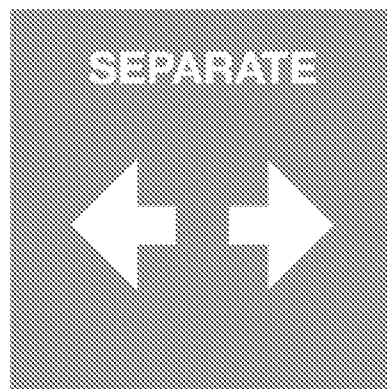
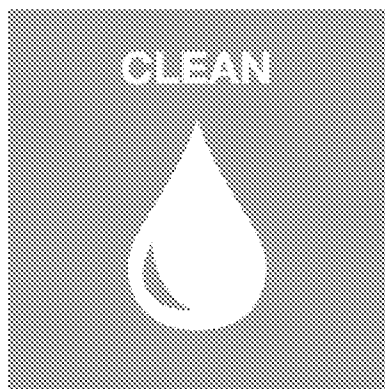
ZASADY W KUCHNI BĄDŹ BEZPIECZNY W KUCHNI

REGULI DIN BUCATARIE FITI IN SIGURANTA IN BUCATARIE

ПРАВИЛА В КУХНЯТА БЕЗОПАСНОСТ В КУХНЯТА

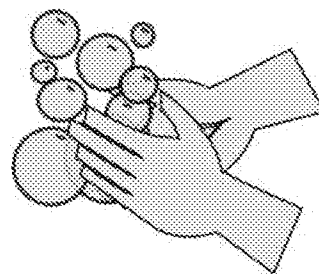
1. Never leave cooking unattended
Nigdy nie zostawiaj gotującego się jedzenia bez nadzoru
Nu lasati niciodata gatitul nesupravegheat
Никога не оставяйте храната да се готви без надзор
2. Keep flammable materials away from gas hobs or other sources of ignition
Trzymaj z daleka od płyt gazowych lub innych źródeł zapłonu materiały łatwopalne
Pastrati materialele inflamabile departe de plitele de gaz sau alte surse de aprindere
Дръжте лесно запалими материали далече от газовите котлони или от други запалими източници
3. Turn off gas supply after use
Po użytkowaniu płyt gazowych – wyłącz gaz
Opriti alimentarea cu gaz dupa utilizare
Преустановете подаването на газ след употреба
4. Report any damaged equipment to Pro-Force
Zgłoś do Pro-Force uszkodzony sprzęt
Raportati orice echipament deteriorat unui membru Pro-Force
Докладвайте за всяко повредено оборудане
5. Be careful when using knives
Bądź ostrożny używając noży
Aveti grija cand folositi cutite
Използвайте внимателно ножовете
6. Be aware and careful not to cross contaminate
Bądź świadomy i uważaj aby nie przekraczać zanieczyszczenia
Fiti constienti de conditiile necesare pentru evitarea contaminarii alimentelor
7. Wash your hands after handling raw meat or dairy
Umyj ręce po używaniu surowego mięsa lub nabiału
Spalati-va pe maini dupa ce folositi carne cruda sau lactate
Измивайте ръцете си, след като сте пипали сурово месо или млечни продукти
8. Be aware of food allergens
Zwróć uwagę na alergeny
Aveti grija la alergenii alimentare
Имайте предвид алергените в храните
9. Keep chilled food in the fridge
Trzymaj chłodzone jedzenie w lodówce
Pastrati alimentele refrigerate in frigider
Дръжте храната в хладилника
10. Do not refreeze food once defrosted
Nie zamrażaj ponownie jedzenia po wcześniejszym odmrożeniu
Nu recongelati alimentele care au fost dezghetate
Не замразявайте повторно храна, която веднъж вече сте размразили
11. Ensure food is cooked thoroughly
Upewnij się, że potrawy zostały dokładnie ugotowane
Asigurati-va ca mancarea este gatita bine
Убедете се, че храната е добре увряла или изпечена (не е сурова)
12. Be careful of heat sources
Uważaj na źródła ciepła
Fiti atenti la sursele de caldura
Бъдете внимателни, пазете се от изгаряния

CLEAN UP AFTER YOURSELF
SPRZĄTAJ PO SOBIE
FACETI CURATENIE DUPA DUMNEAVOASTRA
ПОЧИСТВАЙТЕ СЛЕД СЕБЕ СИ





BATHROOM RULES OBSŁUGA ŁAZIENKI REGULI PENTRU BAIE ПРАВИЛА В БАНИЯТА



1. Do not block wall vents
Nie blokuj otworów wentylacyjnych
Nu blocați aerisirile
Не блокирайте отдушниците
2. Keep your bathroom well ventilated
Utrzymaj łazienkę dobrze wentylowaną
Pastrati baia aerisita
Поддържайте банята проветрена
3. Do not drink water marked NOT DRINKING WATER
Nie pij wody, która jest oznaczona NIE PIJ TEJ WODY
Nu beti apa din locurile marcate "APA NU ESTE POTABILA"

Не пийте вода обозначена като НЕ ПИТЕЙНА

4. If you spill water, clean it up
Jeżeli nachlapiesz na podłogę, posprzątaj
Dacă aruncăți apă pe jos, curățați-o
Ако разлеете вода, подсушете
5. Use any products as instructed
Używaj produktów zgodnie z instrukcją
Utilizați orice produs conform instrucțiunilor
Използвайте продуктите според указанияте инструкции на опаковките

**REMEMBER – YOU MUST BE CLEAN AND HYGIENIC FOR WORK.
PAMIĘTAJ – MASZ BYĆ CZYSTY I ZADBANY W PRACY
AMINTITI-VA CA TREBUIE SA FITI CURATI SI IGIENICI PENTRU MUNCA
ЗАПОМНЕТЕ- СПАЗВАЙТЕ ХИГИЕНА И ХОДЕТЕ ЧИСТИ НА РАБОТА.**

1. Take regular showers or baths
Bierz regularnie prysznic lub kąpiel
Faceti baie sau dus regulat
Къпете се редовно
2. Brush your teeth twice a day
Myj zęby dwa razy dziennie
Periați-va dinții de două ori pe zi
Измивайте зъбите си два пъти дневно
3. Keep your hands clean
Utrzymaj ręce w czystości
Pastrati mainile curate

Поддържайте ръцете си чисти

4. Keep your nails short and tidy
Utrzymuj paznokcie krótko i schludnie
Pastrati unghiile scurte si ordonate
Поддържайте ноктите си къси и чисти
5. Wash your hair (including facial) regularly
Myj włosy (oraz twarz) regularnie
Spalati-va parul (inclusive barba) in mod regulat
Измивайте косата и окосмените части на тялото си редовно

HAND WASHING MYCIE RĄK SPALAREA MAINILOR ИЗМИВАНЕ НА РЪЦЕТЕ

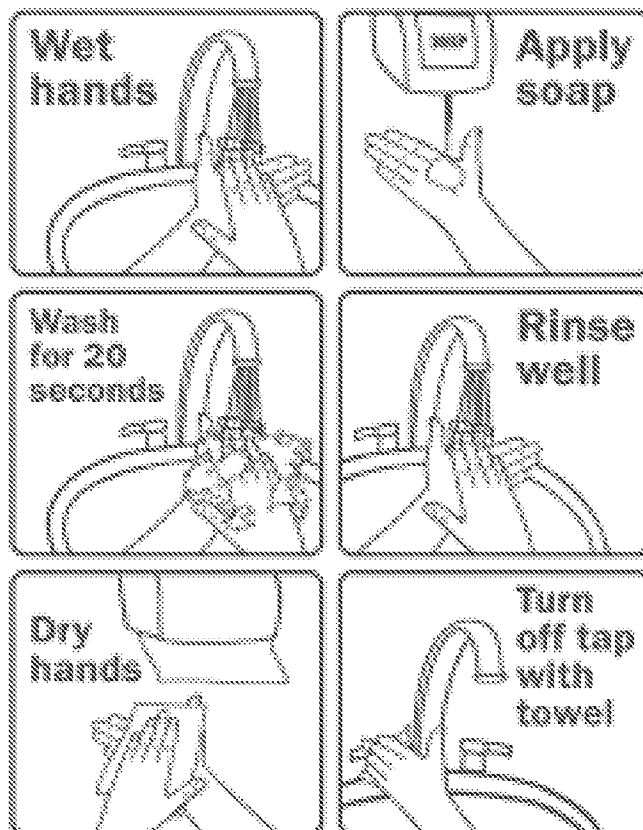
After using the toilet
Po użyciu toalety
Dupa folosirea toaletei
След използване на тоалетната

Before and after eating
Przed i po jedzeniu
Înainte și după masa
Преди и след хранене

After handling anything dirty
Po używaniu wszystkiego co jest brudne
Dupa folosirea oricarui lucru murdar
Когато сте пипали нещо мръсно

WASH YOUR HANDS
 UMY J RĘCE
 SPALATI-VA MAINILE
 ИЗМИВАНЕ НА РЪЦЕТЕ

Wash Your Hands



DO NOT FLUSH
 NIE SPUSZCZAJ W TOALECIE
 NU FACETI FLESURI
 НЕ ИЗКЛЮЧАЙТЕ



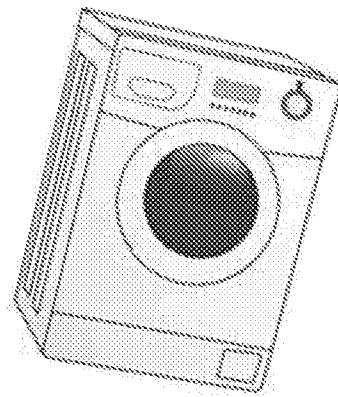
LAUNDRY RULES

ZASADY PRANIA

REGULI PENTRU FOLOSIREA MASINILOR DE SPALAT

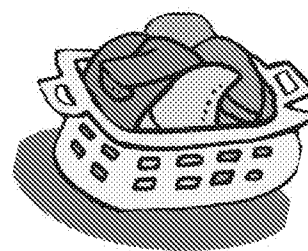
ПРАВИЛА В ПЕРАЛНИТЕ ПОМЕЩЕНИЯ

1. Use washing machines, tumble driers and other equipment as instructed
Używaj pralek, suszarek bębnowych i innych urządzeń zgodnie z instrukcją
Folositi masinile de spalat, uscatoarele si alte echipamente conform instructiunilor
Използвайте пералните и сушилните според инструкциите
2. Use correct programmes on all machines
Używaj odpowiednich programów na wszystkich urządzeniach
Utilizati programe corecte pentru toate masinile de spalat
Използвайте подходящи програми за всички уреди
3. Do not overfill machines
Nie przepełniaj urządzenia
Nu umpleti masinile prea mult
Не препълвайте машините
4. Use spin cycles, do not put soaking wet clothes in tumble driers
Używaj opcji wirowania, nie wkładaj bardzo mokrych ubrań do suszarki
Folositi cicluri de centrifugare, nu puneti haine umede (haine din care curge apa) in uscatoare.
Използвайте центрифугата на пералнята, не поставяйте твърде мокри дрехи в сушилните
5. Use correct laundry detergent
Używaj odpowiednich płynów do prania
Folositi detergent de rufe corect
Използвайте подходящ перилен препарат



Do not put shoes in washing machines or tumble driers
Nie wkładaj obuwia do pralek i suszarek
Nu puneti incaltaminte in masinile de spalat sau uscatoare
Не поставяйте обувки в пералните или сушилните

Do not put dirty clothes in tumble driers
Nie wkładaj brudnych ubrań do suszarki
Nu puneti haine murdare in uscatoare
Не поставяйте мръсни дрехи в сушилните



Do not use washing up liquid or soap in washing machines
Nie używaj płynu do mycia naczyń lub mydła do pralki
Nu folositi detergent de vase sau sapun in masinile de spalat
Не използвайте течен сапун за ръце или сапун в пералните

**IF YOU DO NOT KNOW HOW TO USE THE MACHINES, SPEAK TO A
PRO-FORCE REPRESENTATIVE WHO WILL SHOW YOU HOW
JEŻELI NIE WIESZ JAK UŻYWAĆ PRALKI, ZAPYTAJ SIĘ PRACOWNIKA
PRO-FORCE , KTÓRY POKAŻE CI W JAKI SPOSÓB UŻYWAĆ
DACA NU STITI CUM SA UTILIZATI MASINILE DE SPALAT, VORBITI CU UN
REPREZENTANT PRO-FORCE CARE VA POATE AJUTA
АКО НЕ ЗНАЕТЕ КАК ДА ИЗПОЛЗВАТЕ ПЕРАЛНИТЕ И СУШИЛНИТЕ , ГОВО
РЕТЕ С ПРЕДСТАВИТЕЛ НА ПРО-ФОРС, КОЙТО ЩЕ ВИ
ОБЯСНИ И ПОКАЖЕ КАК ДА ГИ ИЗПОЛЗВАТЕ**

**GAS & ELECTRICITY
GAZ & ELEKTRYCZNOŚĆ
GAZ & ELECTRICITATE
ГАЗ & ЭЛЕКТРИЧЕСТВО**

You will receive allowances for gas and electricity. Please ensure you are aware of and understand how you will receive this.

Otrzymasz dodatki za gaz i prąd. Upewnij się, że jesteś świadomy i wiesz jak to otrzymać.

Veti primi indemnizatii (cartele) pentru gaz si curent. Va rugam sa va asigurati ca intelegeti cum le veti primi si cum trebuie sa le folositi.

Вие ще получите безплатна газ в общите кухни и безплатно електричеството. Моля, убедете се, че сте разбрали и сте осведомени как щестане това.

IF YOU REQUIRE MORE GAS OR ELECTRICITY, SPEAK TO A PRO-FORCE REPRESENTATIVE.

JEŻELI POTRZEBUJESZ WIĘCEJ GAZU LUB PRĄDU POROZMAWIAJ Z PRACOWNIKIEM PRO-FORCE

DACA AVETI NEVOIE DE MAI MULT GAZ SAU ELECTRICITATE, VORBITI CU UN REPREZENTANT PRO-FORCE

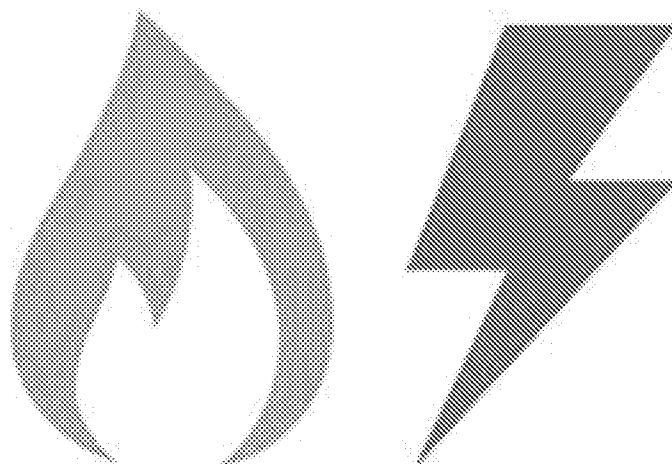
АКО ВИ Е НЕОБХОДИМО ДА ИЗПОЛЗВАТЕ ПОВЕЧЕ ГАЗ ИЛИ ЕЛЕКТРИЧЕСТВО, РАЗГОВАРЯЙТЕ С ПРЕДСТАВИТЕЛ НА ПРО-ФОРС

DO NOT INTERFERE WITH GAS OR ELECTRIC EQUIPMENT.

NIE INGERUJ W GAZ LUB SPRZĘT ELEKTRYCZNY

NU INTERFERA CU GAZUL SAU ECHIPAMENTELE ELECTRICE

НЕ ПИПАЙТЕ ГАЗОВОТО ИЛИ ЕЛЕКТРИЧЕСКОТО ОБОРУДВАНЕ





WARNINGS OSTRZEŻENIA AVERTISMENTE ПРЕДУПРЕЖДЕНИЯ



If you do not follow the rules, you will be issued with an accommodation warning. There are three stages of warning.

Jeżeli nie będziesz stosował się do zasad, otrzymasz ostrzeżenie.

Daca nu respectati regulile, vi se poate emite un avertisment privind cazarea. Exista 3 etape de avertizare

Ако не спазвате правилата, вие ще бъдете предупреждени. Има три нива на предупреждения .

**Stage 1
Etap 1
Eтапа 1
Ниво1**

**Stage 2
Etap 2
Eтапа 2
Ниво2**

**Stage 3
Etap 3
Eтапа 3
Ниво3**

**Eviction
Eksmisja
Evacuarea
Изгонване**

Stage 3 is the final stage of the warning system – any further breaches of rules and you will be issued with a notice to vacate.

Etap 3 jest końcowym etapem system ostrzegania – wszelkie naruszenie zasad otrzymasz powiadomienie o eksmisji

Eтапа 3 este etapa finala a sistemului de avertizare – orice incalcare a regulilor dupa aceasta si vi se va emite o notificare de eliberare / evacuare.

Ниво 3 е последният етап в предупредителната система - при последвало ново нарушение на правилата, ще трябва да напуснете

We reserve the right to issue Stage 3 warnings OR notice to vacate for offences or activity that are considered serious.

Zastrzegamy sobie prawo do wydawania ostrzeżeń o Etapie 3 spowodowane powiadomieniem o przestępstwie lub innych działań uznanych za poważne

Ne rezervam dreptul de a emite avertismente de etapa 3 sau de a va emite o notificare de eliberare / evacuare pentru infractiuni sau activitati considerate grave

Ние си запазваме правото да пристъпим директно към 3то ниво на предупреждение ИЛИ изгонване в случай за поведение или дейности, които се считат за сериозни.

If you are found to have committed a crime or other serious or illegal activity, we reserve the right to require you to vacate within 24 hours.

Jeżeli uważasz, że popełniłeś przestępstwo lub inną poważną nielegalną działalność, zastrzegamy sobie prawo do nakazania, abyś opuścił teren w ciągu 24 godzin.

Daca sunteti gasit ca ati comis o infractiune sau o alta activitate grava sau ilegala, ne rezervam dreptul de a va emite o notificare de eliberare / evacuare in termen de 24 de ore.

Ако се установи, че сте извършили престъпление или друга незаконна дейност, ние си запазваме правото да изискаме от вас да напуснете в срок от 24 часа.

CHARGING STRUCTURE FOR DAMAGES

STRUKTURA POBIERANIA OPŁAT ZA SZKODY

STRUCTURA COSTURILOR IN CAZUL IN CARE DISTRUGETI BUNURILE

СТРУКТУРА НА ГЛОБИТЕ ПРИ НАНЕСЕНИ ЩЕТИ

If you damage an item within the accommodation, or any aspect of the accommodation, you will have to make payment for remedy.

Jeżeli uszkodzisz przedmiot znajdujący się w mieszkaniu lub wygląd zakwaterowania, musisz zapłacić za naprawę

Daca distrugeti un element / obiect din locuinta sau orice aspect din locuinta, va trebui sa platiti pentru reparatii.

Ако повредите вещь от квартирата, или някоя част от него, вие трябва да заплатите за поправката.

This is typically deducted from your wages. You will be provided with an option as to how to make payment e.g. in one lump sum or over the period of a few weeks.

Zazwyczaj odejmuje się to od wynagrodzenia. Dostaniesz opcję, jak dokonać płatności np. W jednej zapłacie lub w okresie kilku tygodni.

O sa vi se deduca din payslip sau o sa platiti cu bani . O sa aveti optiunea cum sa faceti plata.

Exemplu: platiti toata suma odata sau stabilim o suma pentru cateva saptamani.

Това става обикновено с удържане от заплатата ви. Ще ви бъде предоставена възможност как да заплатите щетата - да заплатите цялата сума наведнъж или на няколко последователни вноски за няколко седмици

Damage	Costs
Breaking items in the accommodation Niszczenie czegokolwiek na zakwaterowaniu Spargerea obiectelor in locuinta Повредена вещь в жилището	Cost of repair or replacement Koszt naprawy lub wymiany Costul repararii sau inlocuirii Цената за ремонт или замяна
Making alterations to the accommodation Dokonywanie wszelkich zmian na zakwaterowaniu Facand modificari in locuinta Извършване на изменения в жилището	Cost of repair or replacement Koszt naprawy lub wymiany Costul repararii sau inlocuirii Цената за ремонт или замяна
Cleaning of Waste Pipes Czyszczenie rur odpływowych Curatarea tevilor de deseuri Отпушване на канали	£35 per incident za naprawe Pentru fiecare incident при всяко отпушване
Carpet Cleaning Czyszczenie dywanów (pokoju dzienny) Curatarea covoarelor din camera de zi Почистване на килим във всекидневната	£20-40
Smoke Alarm Replacement wymiana alarmu przeciwpożarowego Inlocuirea alarmelor de fum Замяна на алармата за дим	£15
CO Alarm Replacement Wymiana alarmu gazowego Inlocuirea alarmelor Co Замяна на алармата за въглероден двуокис - CO2	£20
Washing Machine Repair Aprawa prali Repararea masinilor de spalat Ремонт на пералня, сушилна машина	£30 or cost of repair or replacement Koszt naprawy lub wymiany Costul repararii sau inlocuirii Цената за ремонт или замяна
Damage from smoking Szkodzenia spowodowane paleniem Pagubele cauzate din cauza fumatului Щети от цигари	Cost of repair or replacement Koszt naprawy lub wymiany Costul repararii sau inlocuirii Цената за ремонт или замяна
General Cleaning Ogólne sprzątanie Curatenie generala Основно почистване	£10-50 per incident za naprawe Pentru fiecare incident за почистване
Deep Cleaning Ogólne sprzątanie Curatenie generala Основно почистване	£15-50 per incident za naprawe Pentru fiecare incident за почистване
Key Replacement Nowy klucz cheie nouă нов ключ	£10

MAKING A COMPLAINT ZŁOŻENIE SKARGI RECLAMATII SI PLANGERI ПОДАВАНЕ НА ОПЛАКВАНЕ



If you wish to make a complaint about your accommodation, your work or any other aspect of working for Pro-Force, you have a number of options.

Jeżeli chcesz zgłosić skargę w sprawie zakwaterowania, pracy lub innego przypadku pracy w PRO-FORCE, masz wiele opcji

Dacă doriți să faceți o plangere despre locuința dumneavoastră, munca dumneavoastră sau orice alt aspect de lucru pentru Pro-Force aveți mai multe opțiuni.

Ако решите да подадете оплакване относно вашата квартира, работа или относно някакъв друг аспект на работата ви в Про-Форс, разполагате с няколко варианта.

- Speak to a member of Pro-Force staff
Porozmawiaj z pracownikiem PRO-FORCE
Vorbiți cu un membru Pro-Force
Разговаряйте с член от персонала на Про-Форс
- Raise an issue in writing and put it in one of our confidential Drop Boxes available in all accommodation sites and offices
Możesz napisać problem na piśmie i umieścić go w jednym z naszych poufnych skrytek dostępnych we wszystkich miejscach zakwaterowania i biurach
Ridicati o problema în scris și puneți-o în una din cutiile DROP BOXES disponibile în toate locațiile de cazare și birouri
Подайте оплакване в писменна форма и пуснете писмото в нашите конфиденциални (п оверителни) черни кутии - Drop Box – кутиите са достъпни във всички офиси и места за настаняване
- Raise a formal grievance by completing a Grievance Form, available in all offices
Możesz napisać prośbę, wypełniając formularz skarg, dostępnych we wszystkich biurach
Ridicati o problema pe forum prin completarea unui formular de reclamație disponibil în toate birourile
Подайте оплакване, като попълните Форма за Оплакване, достъпна във всички офиси
- Raise an issue online through our Online Communication Area available via www.pro-force.co.uk
Rozwiąż problem online przez naszą stronę internetową www.pro-force.co.uk
Ridicati o problema online prin zona noastră de comunicare online disponibilă www.pro-force.co.uk
Подайте оплакване онлайн чрез нашата Онлайн Комуникационна Платформа на www.pro-force.co.uk
- Raise an issue by calling our confidential, external whistleblowing and preventing exploitation hotline SeeHearSpeakUp on [REDACTED]
Możesz zadzwonić do naszego poufnego i zewnętrznego informatora SeeHearSpeakUp pod numerem telefonu [REDACTED]
Ridicati o problema sunând la serviciul de avertizare confidențială externă și prevenirea exploatarii liniei de asistentă telefonică la numărul [REDACTED]
Raise an issue by calling our confidential, external whistleblowing and preventing exploitation hotline e SeeHearSpeakUp on [REDACTED]

We will always address all concerns raised and work towards a resolution with you.

Będziemy zawsze rozwiązywać wszelkie zgłoszone problem i dążyć do rozwiązania razem z Wami.

Vom aborda întotdeauna toate preocupările ridicate și vom lucra la o rezolvare cu dumneavoastră

Ще разгледаме винаги вашите проблеми и ще работим за постигане на решение с вас.

PREVENTING MODERN SLAVERY

ZAPOBIEGANIE WSPÓŁCZESNEMU NIEWOLNICTWU

PREVENIREA SCLAVIEI MODERNE

ПРЕДОТВРЯВАНЕ НА ЕКСПЛОАТАЦИЯ

Pro-Force is committed to ensuring no worker is subject to any unfair, inhumane or illegal treatment, including careful management of our supply chain, including ensuring that no worker has to pay any form of work finding fee, or any other illegal payment.

Pro-Force zobowiązuje się do zapewnienia, aby żaden pracownik nie był przedmiotem nieuczciwego, niehumanitarnego, lub nielegalnego leczenia w tym zapewnienia, że żaden pracownik nie musi płacić za znalezienie pracy lub jakiegokolwiek innej nielegalnej płatności

Pro-Force se angajeaza si garanteaza ca nici un lucrator nu este supus nici unui tratament inechitabil, inuman sau ilegal, inclusive gestionarea atenta a lantului nostru de aprovizionare, inclusiv prin faptul ca nici un muncitor nu trebuie sa plateasca nici un fel de taxa de gasire a muncii sau orice alta plata ilegala. Про-Форс се ангажира да гарантира, че нито един работник няма да бъде обект на нечестно, нехуманно или незаконно третиране, включително чрез внимателно управление на веригата за доставки на услуги и да контролира, че никой работник няма да плаща под никаква форма за намиране на работа или да извършва друго незаконно плащане.

All workers are important in this process, and if something is happening to you or a colleague, you must let us know. You must let us know if:

Wszyscy pracownicy są ważni w tym procesie, a jeśli coś się dzieje z Tobą lub kolegą, musisz nas o tym powiadomić. Musisz dać nam znać jeśli:

Toti lucratorii sunt importanti in acest proces si daca se intampla ceva cu dumneavoastra sau cu un coleg, trebuie sa ne anuntati. Trebuie sa ne comunicati daca:

Всички работници са важна част в този процес. В случай, че нещо се случи на вас или ваш колега, трябва да ни уведомите. Уведомете ни, в случай че :

- You have had to pay someone to find work with Pro-Force
Musisz zapłacić komuś za zatrudnienie w Pro-Force
A trebuit sa platiti pe cineva sa va gaseasca o slujba cu Pro-Force
Вие е трябвало да платите на някого за да ви осигури работа в Про-Форс.
- You've had your passport, or other ID documents, taken away and not returned
Paszport lub inne dokumenty tożsamości zostały odebrane i nie zwrócone
Ai avut pasaportul sau orice alte documente luate de la tine si nereturnate
Някой е взел паспорта ви или други лични документи и не ви ги е върнал.
- Your bank card is being held by someone else, or you're not allowed to access your wages freely
Twoja karta bankowa jest przechowywana przez kogoś innego lub nie masz swobodnego dostępu do pieniędzy.
Cardul dumneavoastra este detinut de altcineva sau nu vi se permite sa accesati salariul in mod liber
- Вашата банкова карта е заддържана от друг или ви се отказва свободен достъп до заплатата ви
- You're not allowed to move freely
Nie możesz poruszać się swobodnie
Nu vi se permite sa va miscati liber
Не ви е разрешено да се движите свободно
- Someone is threatening you, or subjecting you to violence or abusive behaviour
Ktoś Ci groził, używał przemocy wobec Ciebie lub obrażał
Cineva te ameninta sau te supune violentei sau comportamentului abuziv
Някой Ви заплашва или сте подложен на насилие и злоупотреби
- You're being forced to live somewhere you don't want to
Jesteś zmuszony do zamieszkania tam gdzie nie chcesz
Esti fortat sa locuiesti undeva unde nu vrei
Някой ви насилва да живеете някъде проти волята ви

You can let us know in one of the ways detailed above.

Możesz nam o tym powiedzieć w jednym ze sposobów opisanych powyżej.

Ne puteti comunica intr-una din modalitatile descrise mai sus.

Може да ни уведомите по един от изброените по-горе начин

PREVENTING LABOUR EXPLOITATION – HOW TO GET HELP

Are you being forced to work when you don't want to?
Do you have to pay someone money to give you work?
Are you being forced to live in accommodation against your will?
Is someone controlling your identity documents or bank account?
Is someone threatening or intimidating you or your family?

Принуждават ли Ви да работите против волята Ви?
Налага ли се да плащате на някого, за да Ви осигурява работа?
Принуждават ли Ви да живеете на определено място?
Има ли някой, който контролира документите Ви за самоличност или банковата Ви сметка?
Има ли някой, който заплашва Вас или семейството Ви?

Sunteți forțați să lucrați în pofida voinței dvs?
Sunteți nevoiți să plătiți pe cineva pentru ca să vă dea să lucrați?
Sunteți obligați să trăiți într-o anumită locuință împotriva voinței dvs?
Vă țin sub control cineva documentele de identitate sau conturile bancare?
Vă amenință sau vă intimidează cineva pe dvs sau pe familia dvs ?

Вы вынуждены работать, когда вы не хотите?(против вашего хотения)
Вы вынуждены платить кому-то деньги чтоб получить работу?
Вы вынуждены жить в жилье против вашей воли?
Кто-то контролирует ваши документы, удостоверяющие личность или счет в банке?
Кто-то угрожает или запугивает вам или вашей семьи?

Czy jesteś zmuszany/ zmuszana do pracy wtedy, kiedy tego nie chcesz?
Czy musisz płacić komuś w zamian za otrzymanie pracy?
Czy jesteś zmuszany/ zmuszana do mieszkania w lokalu wbrew swojej woli?
Czy ktoś ma kontrolę nad Twoimi dokumentami identyfikacyjnymi lub rachunkiem w banku?
Czy ktoś grozi Tobie lub Twojej rodzinie?

Ste násilím prinútený pracovať?
Musíte niekomu platiť, aby vám dal prácu?
Ste nútený žiť v danom ubytovaní proti vlastnej vôli?
Kontroluje niekto vaše osobné údaje alebo bankový účet?
Vyhráža sa alebo ztrašuje vás alebo vašu rodinu niekto?

Ar jus verčia dirbti per prievartą?
Ar privalote duoti kam nors pinigų, kad parūpintų jums darbo?
Ar esate priversti gyventi nurodytose patalpose prieš savo valią?
Ar kas nors kontroliuoja jūsų tapatybės dokumentus ar banko sąskaitą?
Ar kas nors grasina arba gąsdina jus ar jūsų šeimą?

**GET HELP! ПОТЪРСЕТЕ ПОМОЩ! ОБȚINEȚI AJUTOR! ПОЛУЧИТЕ ПОМОЩЬ!
POSZUKAJ POMOCY! VYHLÁDAJTE POMOC! SIEKITE PAGALBOS!**

Tell a trusted manager or worker representative or call [REDACTED]
Report it to the Gangmasters Licensing Authority on [REDACTED] or Modern Slavery Helpline on [REDACTED] or at <https://modernslavery.co.uk/contact.html>.
Call the Police in an emergency on 999, or 101 if it is not urgent.
For personal help and support if you are a victim – Call Migrant Help on [REDACTED] or the Salvation Army on [REDACTED]

www.stronger2gether.org

VEHICLE RULES

ZASADY ZWIĄZANE Z POSIADANIEM SAMOCHODU

REGULILE VEHICULELOR

ПРАВИЛА ЗА ПРЕВОЗНОТО СРЕДСТВО



1. All vehicles must comply with UK laws.
Musisz dostosować się do angielskiego prawa przy posiadaniu samochodu.
Toate vehiculele trebuie sa corespunda legii din UK.
Всички автомобили трябва да отговарят на законите на Обединеното кралство.
2. All vehicles must observe site speed limits.
Zawsze stosuj się do ograniczenia prędkości na terenach zamieszkania i zatrudnienia.
Toate vehiculele trebuie sa observe limitele de viteza.
Всички автомобили трябва да спазват ограниченията на скоростта.
3. All vehicles must not access areas that are not permitted.
Przestrzegaj zakazów wjazdu.
Toate vehiculele trebuie sa nu acceseze locurile care nu sunt permise.
Всички превозни средства не трябва да влизат в забранени зони.
4. All vehicles must part in designated parking zones.
Zawsze parkuj samochód w przeznaczonych do tego miejscach.
Toate vehiculele trebuie parcate in zonele special amenajate.
Всички автомобили трябва да са част от определени зони за паркиране.
5. All vehicles must have a vehicle permit .
Wszystkie samochody muszą mieć pozwolenia Pro-Force.
Toate vehiculele trebuie sa aiba permis de parcare.
Всички автомобили трябва да имат разрешение за превоз.
6. No occupant must have more than one vehicle on site.
Każdy może mieć tylko jeden pojazd, który przetrzymuje na terenie zakwaterowania.
Nici-un ocupant nu trebuie sa aiba mai mult de doua masini in zona noastra.
Не може да имате повече от едно превозно средство.
7. Vehicles that do not comply with UK law (tax, insurance, MOT) will not be permitted on site and may be reported to the authorities.
Pojazdy, które nie są dostosowane do angielskiego prawa (bez MOT, ubezpieczenia i bez opłaconego podatku drogowego) nie mogą być na terenie zakwaterowania lub zatrudnienia, mogą również być zgłoszone do odpowiednich instytucji karnych.
Vehiculele care nu corespund legii din UK (taxa, asigurare, MOT) nu le este permis in zona si vor fii raportate autoritatilor.
Превозните средства, които не спазват законодателството на Обединеното кралство (данък, застраховка, MOT), няма да бъдат допуснати и ще бъдат докладвани на властите.

Pro-Force reserves the right to restrict or deny vehicle access to the site

Pro-Force zatrzeaga sobie prawa do odmówienia wstępu pojazdom na teren zakwaterowania.

Pro-Force isi rezerva dreptul de a restriction sau interzice accesul vehiculelor in zona noastra

Про Форс си запазва правото да ограничи или откаже достъп на превозното средство.

VEHICLE PERMITS POZWOLENIE PERMISIUNEA VEHICULELOR РАЗРЕШЕНИЕ ЗА ПРЕВОЗНО СРЕДСТВО

As soon as you bring a vehicle onto the accommodation you shall provide proof that you have:
Jeśli decydujesz się na posiadanie samochodu na terenie zakwaterowania musisz przedstawić dowód na:
De îndată ce ai adus un vehicul în zona de cazare trebuie să ne prezentezi următoarele:
Веднага след като паркирате превозно средство до мястото за настаняване, трябва да представите доказателство, че имате:

1. Proof of registration
Dowód rejestracji pojazdu na Twoje imię
Dovada a înregistrării
Доказателство за регистрация
2. Tax
Opłacony podatek drogowy
Таха
Платен пътен данък
3. In date MOT certificate
Aktualny MOT certyfikat
Certificat valid de MOT
MOT (годишен преглед)
4. Insurance (minimum of third party covering your use)
Dowód na przynajmniej minimalne ubezpieczenie
Asigurare (minim sa aiva a treia parte ca sa fii acoperit
Застраховка



Once you have proved this, you will be issued with a permit by the accommodation team. Pro-Force reserve the right to deny permits where judged necessary.

Jak już przedstawisz wszystkie dowody otrzymasz od Pro-Force pozwolenia na parkowanie na terenie zakwaterowania, w wyznaczonych do tego miejscach. Pro-Force zastrzega sobie prawo do niewydania pozwolenia.

De îndată ce ai prezentat următoarele, vi se va da un permis de parcare din partea echipei de cazare. Pro-Force își rezerva dreptul de a refuza înmanarea permiselor de parcare în unele cazuri

След като сте доказали това, ще ви бъде издадено разрешително от отдел Настаняване. Про-Форс си запазва правото да откаже разрешителни, когато прецени, че е необходимо.

PARKING PARKOWANIE PARCAREA ПАРКИНГ



You are permitted to park in designated areas only.
Samochód można parkować tylko w wyznaczonych do tego miejscach.
Va este permis să parcați doar în locurile special amenajate.
Имате право да паркирате само в определени райони.

Breaches of the parking rules will result in removal of your permit to have a vehicle on site.
Jeśli złamiesz zasady parkowania samochód może zostać zablokowany lub nawet odholowany.
Încalcare ale regulilor de parcare va rezulta în eliminarea permisului de parcare și a mașinii din zonă.
Нарушенията на правилата за паркиране ще доведат до премахване на вашето разрешително за паркинг.

The Landlord: Pro-Force Limited

Referred to as “we” or “us” in this agreement

The Occupier

Referred to as “you” in this agreement

This agreement is intended to create a licence and not a tenancy. The reason for this is that you, the occupier, are sharing all your living accommodation with others, and because we are entitled to enter your room on a daily basis (respecting your privacy at all times) to view and inspect the room, and to provide the services as set out below. We can also require you to share your room or move to another room. This agreement is personal to you, cannot be assigned, and will end automatically if you stop living at the property, for whatever reason.

The Accommodation

Location **Unit**

Accommodation: You will occupy the accommodation as detailed above, but you may be required to change to another unit or location, if required. You will be required to share the accommodation and associated facilities with other occupiers.

Shared areas: These are the other areas of the accommodation, including but not limited to: kitchen facilities, sanitary facilities, other living facilities, communal facilities, laundry facilities and social facilities (location dependant).

Services: These are the services which we have agreed to provide to you, including but not limited to: unit / room hygiene and safety inspections including cleaning, shared / communal area cleaning, maintenance, other inspections and shopping trips (location dependant).

Period of Occupancy

The unit is provided to you for the duration of your work assignment, details of which are contained within your Assignment Details Schedule. Because of the seasonal nature of your work, we cannot guarantee you this period. If your assignment is extended, this licence will automatically extend. If your assignment is shortened, notice will be given from either us or you as detailed below.

Start of occupancy

Rent

The rent for the accommodation is currently per day. This is deducted directly from your wages. This is in accordance with the statutory Accommodation Offset rate. The daily rent will never exceed the statutory offset rate. The offset rates are set by the law, as are National Minimum Wage rates. This amount is set every April. When the offset rate changes or increases, your rent will automatically increase to reflect that.

Utilities

You will be provided with a weekly allowance, which will vary dependant on seasonal demands, to meet your requirements for gas and electricity. Your electricity allowance will typically be provided in the form of cards, and a gas allowance (if applicable) in the form of a reduction in the daily rent. We reserve the right to vary the method of provision and total amount, dependant on the specifics of the accommodation and any other relevant conditions.

Accommodation Condition and Damages

Upon your arrival and induction into the accommodation, you will be required to view the condition of the accommodation and read your condition agreement, and agree that it reflects the condition of your accommodation. Any pre-existing issues or minor damages will be detailed on the condition agreement. If, at any time during your occupancy, or upon your vacation of the accommodation, you wilfully or negligently damage the accommodation to reduce it below the condition stated in the condition agreement, you will be required to make payment to remedy such damages. If you are still in occupancy of the accommodation, you will be provided with a choice of how to make such payment. You are considered contractually liable for any wilful or negligent damages to your accommodation. Through your occupation of the accommodation under the terms of this agreement, you authorise any relevant deductions from your wages to make payment for such damages. Where applicable, you will be provided with such receipts or other evidence of costings for remedy of such damages.

Notice

This agreement is conditional in that you are working on assignment for us. If you leave your assignment and wish to leave the accommodation, or wish to leave the accommodation but not assignment, you must provide us with a

minimum of 1 week's notice to vacate. Your notice period will commence on the day that you notify us. If we notify you that you are required to vacate the accommodation, for whatever reason, the date on which we notify you, is considered the first day of your notice period. During this notice period, you are still required to make payment for the rent. If your assignment or contract is completed, ended early, terminated, you must vacate your accommodation at the latest 1 week from notice of assignment or contract end. We reserve the right to require you to vacate the accommodation with 24 hours, if you are found to have committed activity that is prohibited.

Total Earnings - Sliding Scale

If, for a pay reference period, we cannot provide you with enough work for you to earn, in gross income, the equivalent of at least 15 hours worth of work at the current National Living or National Minimum Wage rate (as is applicable) in force at the time, you will not have to make full payment for your rent in that applicable pay reference period. If you have stayed in the accommodation for less than 7 days in the pay period and you have received less than 15 hours work then Your rent will decrease proportionately in accordance with the scale found in your handbook. For the avoidance of doubt, if you have earned the equivalency of exactly 15 hours, you will be required to make payment for your rent. If we have provided you with work, and you have unreasonably refused that work, you will have to make payment for your rent.

Accommodation Rules

Accommodation rules and requirements are detailed in the accommodation handbook. You are required to follow these rules at all times. We reserve the right to amend these rules at any time, as we see fit. Failure to follow these rules will result in the application of warnings, which could lead to your eviction.

Warnings

If you do not adhere to the rules and requirements of this agreement, or detailed in the accommodation handbook, you will be issued with a warning. There are three stages of warning – 1, 2 and 3. For minor breaches of the rules, you will be issued with a stage 1 warning. Further breaches will result in stage 2 and 3 warnings respectively. Stage 3 is the final stage, any further breaches of the rules and you will be issued with an eviction notice. We reserve the right to issue a stage 3 warning or eviction notice without previous warnings issued for rule breaches that are considered serious, dangerous or illegal. If you are found to have committed a crime or other illegal activity the relevant authorities will be notified. Eviction from the accommodation will not automatically end your work assignment or contract, but if your assignment or contract is ended as a result of your rule breach, you will be notified accordingly.

Visitors

You are responsible for the behaviour of everyone who visits you at the accommodation. If you have a visitor, you are held liable for their actions whilst they are at the accommodation. If your visitor breaks any of the accommodation rules, you will be liable for that rule breach, which may include making a payment in remedy.

General

You are not required to occupy our accommodation as a condition of your work assignment, and choosing not to occupy our accommodation will not affect your work options in any way. This agreement is written in accordance with the relevant legislation, including the National Minimum Wage Regulations and the accommodation offset rules. If any part of this agreement is found to be unenforceable, the rest of the agreement will continue in effect.

Agreement

I confirm that I have read, understood and agree to the terms and conditions of this licence agreement.

I understand that if I do not adhere to the accommodation rules and requirements, I may be subject to warnings and/or eviction, which may include monetary payment for remedy of any damages or other issue I have caused.

For and on behalf of the Occupier

Name

Signed

Date

For and on behalf of the Landlord

Name

Signed

Date