



# Code of Conduct

**Day by day, the services of the Regional Labor Agency of Saarbrücken are being used by many visitors. We therefore ask for you to abide to a few rules while visiting our building:**

- Please keep quiet and show respect to other persons, as you certainly expect from any other visitors.
- We permanently take efforts to keep waiting time as short as possible. Please abide to the procedures in force and be patient in the case it takes a little longer.
- Please switch your mobile telephone to “mute” and avoid telephone conversations.
- Please do not take any animals to the office building, except dogs for the blind.
- Acts of violence will not be tolerated in this Regional Labor Agency. Physical violence, threats, verbal harassment and willful damages to office equipment are considered absolutely unacceptable and will result in a ban from entering this office building or jurisdictional prosecution.
- The bearing of arms, regardless of type, is prohibited.
- Smoking and the consumption of both alcohol and drugs are forbidden in this office building.
- In the case of an emergency you will follow the instructions of the security staff, i. e. Police, Fire Fighters, office personnel.
- Photographing, interviews, film and sound recordings, hanging up posters, and dissemination of information brochures in the office building are prohibited unless previously authorized by the Management.
- Please keep an eye on your clothing and any other private belongings. A responsibility for lost or damaged items can not be accepted.

Violations of this Code of Conduct may lead to banning the violator(s) from visiting this building. In the individual and substantiated case all staff of the Regional Labor Agency are authorized to contact the Police for the purpose of enforcing these rules.

**Thank you for understanding and compliance.**

The Management of the Regional Labor Agency