



House Rules of the European School Frankfurt

§ 1 Scope of application

1. These House Rules apply to all persons entering the ESF premises other than ESF staff and pupils. These are contractors ('Contractors') as well as their directors, agents, staff, free-lancers and subcontractors (collectively referred to as 'External Staff') and other persons ('Visitors').
2. For Contractors, the House Rules form an integral part of the contract with the ESF. The contract may specify different conditions which shall apply.
3. Individual departments within the ESF may specify these House Rules, within reasonable limits, by way of instructions to External Staff and may issue further guidelines and instructions regarding behaviour on the ESF premises.
4. Contractors shall comply with and ensure that their External Staff comply with these House Rules and any additional guidelines and instructions issued by the ESF department for which they are working.
5. In cases of minors visiting the premises, the accompanying adult shall ensure compliance with the House Rules.

§ 2 Access to ESF premises; badges

1. In order to access the ESF premises, a visitor's badge is required.
2. Visitors may need to undergo a security screening before entering the premises.
3. Badges are for personal use only and are to be worn visibly at all times. In case of loss, the holder of the badge shall inform the ESF Security at (069) 928874-888 without delay.

§ 3 Security clearance

1. External Staff required to perform duties and tasks on behalf of the Contractor on the ESF premises and who to this end need to move about freely and unescorted, shall wear a visitor's badge. The issuance of such a badge may be subject to prior security clearance.
2. The ESF may, within a reasonable time after receipt of the required documents, conduct a security clearance check for each External Staff in accordance with its security clearance rules and inform the Contractor about the decision taken.
3. The ESF reserves the right to refuse access to the ESF premises to External Staff for whom no security clearance has been given.

§ 4 General security rules, domiciliary right

1. External Staff and Visitors shall comply with the following security rules:
 - Follow instructions issued by ESF Security.
 - Do not bring or use any of the following on ESF premises:
 - dangerous or prohibited items, such as explosives, weapons or drugs;
 - animals;
 - Do not use an open flame.
 - Do not photograph or film any security installations.
 - Do not leave valuable personal belongings unattended. Any loss or suspected theft of ESF or personal property shall be reported to ESF Security immediately. Lost and found items shall be reported or handed in to Security.

2. ESF Security may issue further guidelines and instructions to ensure security and safety on the premises. External Staff and Visitors shall comply with such guidelines and instructions as communicated to them.
3. In case security rules are breached, the ESF may make use of its domiciliary right (Hausrecht). This right includes refusal of access to the ESF premises, restriction of movement within the premises and expulsion from the premises.

§ 5 Emergencies

1. In case of an emergency, sudden illness, injury or accident, External Staff and Visitors shall call ESF Security at (069) 928874-888. No emergency calls should be placed directly to the police, fire brigade or external medical services.
2. In case of an emergency, External Staff and Visitors shall follow the instructions broadcasted via the public address system.
3. In case of a crisis situation affecting access to the ESF premises, External Staff should call Security for further guidance (069) 928874-888. Visitors should follow the guidance provided by their ESF host.

§ 6 Use of ESF equipment; parking facilities

1. External Staff and Visitors shall use the rooms, facilities and equipment made available by the ESF solely for the fulfilment of their duties or for the purpose of their visit and treat all facilities and equipment with due care.
2. External Staff and Visitors may use the visitor parking facilities after receiving permission from ESF Security.
3. If External Staff carry out technical work on the premises, they shall comply with the applicable German regulations on health and safety at work.

§ 7 Use of ESF IT facilities

1. If External Staff or Visitors are granted access to ESF information technology (IT) facilities, they shall use such facilities solely for the fulfilment of their duties or for the purpose of their visit and shall handle all facilities with due care.
2. When using ESF IT facilities, External Staff shall comply with ESF requirements and obligations after consultation with the IT department. External Staff shall, in particular:
 - Observe the rules on the use of their personal user identification and the secure use of their workstation and the information therein.
 - Comply with rules on the protection and regular change of assigned passwords, as well as protection of other security devices and tools (e.g. encryption keys and smart cards).
 - Do not use the IT facilities to annoy, harass, terrify, intimidate, threaten, offend, or bother any other person or to conduct illegal activities.
 - Do not introduce, access, store, distribute or display inappropriate material or access inappropriate websites or pages containing material which could adversely affect the ESF's reputation (e.g. related to racism, pornography, violation of human rights, etc.).
 - Respect the rights and property of other users and third parties and comply with relevant legal requirements (intellectual property, copyrights, software licenses, etc.).

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- Do not duplicate or install any software unless authorised to do so.
 - Do not connect any non-ESF laptop or workstation to the ESF network.
 - Do not use any unauthorised USB storage devices to store ESF-related data.
 - Do not download data from unauthorised sources.
 - Do not initiate any actions that may be interpreted as legally obligating the ESF to third parties through such actions as ordering goods and services via e-mail, joining chain letters or accepting 'get rich quick' offers.
 - Do not open any suspicious e-mails or download any software or documents from the internet unless explicitly requested to do so by ESF staff.
 - Do not forward ESF internal mail automatically to other external mailboxes. (Note that manual forwarding is subject to confidentiality rules.)
 - Do not publish detailed information about tasks or responsibilities at the ESF and refrain from making statements about personal opinions or beliefs which may be perceived as statements representing the ESF on websites which are accessible to the general public, including private homepages or social network sites.
 - Use an ESF e-mail account (if possible) for ESF-related communication. Internet tools such as instant messaging portals, shall not be used.
 - Do not exchange or store ESF-related information on unauthorised internet storage services.
3. If External Staff are entrusted with an ESF laptop, they are personally responsible for its physical and technical security at all times. To protect the laptop, External Staff shall comply with the following rules:
- A carry case shall be used during travel to minimise damage during transport. The laptop shall not be left unattended.
 - The laptop shall be locked using a physical lock or stored in a locked cabinet when not in use.
 - The attached identification labels shall not be removed.
 - The screen shall be locked or the currently logged-on user shall log off when the laptop is not in use. Verify that the screensaver is functioning properly.
 - Avoid the risk of shoulder surfing. Keep passwords secret and ensure they are ESF policy compliant. Passwords shall not be written down and stored with the laptop.
 - Transfer data from the laptop to another PC only with a USB stick provided by the ESF.
 - Close all connections to other networks when accessing the ESF network remotely and whenever possible, use ethernet cable connections instead of wireless connections. Encrypted WPA2 wireless connections shall be used when no cable alternative is available.
 - The laptop shall be brought back to the ESF and connected to the ESF LAN every month in order to implement security updates, or when requested by ESF IT. This opportunity shall be used to save all documents created or updated offline on the laptop.
 - The installation and set-up of the laptop may not be changed.
4. External Staff and Visitors shall promptly report any incident related to the use of IT equipment to the ESF department for which they are working or ESF IT at (069) 928874-19 or -29. They shall not seek to conceal such actions or to rectify such incidents themselves.

§ 8 Use of telephones and fax equipment

If External Staff have a work space at the ESF, they may use the telephone facilities and fax equipment for the fulfilment of their contracted duties. The use of such facilities for other purposes is prohibited.

§ 9 Storage of documents; confidentiality

1. External Staff shall store and record any information, data or documents in accordance with the instructions given to them by ESF staff.
2. External Staff shall treat in strictest confidence and not divulge to unauthorised persons any information, data or documents concerning the ESF, its staff, the contract or any , 'Restricted', 'Confidential', or 'Secret' information as designated as such by the ESF either orally or in writing, or which a reasonable person would consider to be confidential. External Staff shall only use such confidential information for the purpose for which it was disclosed and shall not use or exploit it for their own benefit or for the benefit of any other person.
3. External Staff shall not reply to requests from the media or other external parties and shall forward any request for information or documentation to the ESF department for which they are working.
4. External Staff shall store documents classified as confidential in locked cabinets or containers.
5. External Staff shall not take confidential information outside the ESF premises and shall not forward it by e-mail, fax or any other means to any external party unless explicitly authorised to do so. If, exceptionally, External Staff are authorised to take confidential information outside the ESF, they shall take all reasonable measures to ensure that unauthorised persons do not obtain access to such documents.
6. External Staff shall dispose of confidential information only in shredders. ESF staff can provide information about shredders on the premises.

§ 10 Leaving the ESF

1. If External Staff leave the ESF or change jobs within the ESF, they shall inform their contact person in good time before their last day so that electronic data (files on the users' local and network drives and e-mail folders, etc.) can be preserved.
2. External Staff shall return all items received from the ESF(if any), including their security badge, keys, books and IT equipment.

Instructions to ensure security and safety on the ESF premises temporarily during the COVID-19 pandemic

These instructions specify the House Rules that shall apply during the coronavirus (COVID-19) pandemic to all persons entering the ESF premises other than ESF staff. These instructions will be updated as necessary.

1. Do not enter the ESF premises if you are feeling unwell; if you have been in close contact with a confirmed COVID-19 case in the past 14 days; or prior to a 10-14 day period (depending on the instructions of your local health authorities) after testing positive for coronavirus or being diagnosed with COVID-19. You may enter the premises once you have no COVID-19 symptoms and have been declared no longer infectious by the local authorities or your treating doctor.

2.
 - 2.1 Do not enter the ESF premises if you have been in a COVID-19 risk area during the previous 10 days. COVID-19 risk areas are defined by the [Robert Koch Institute \(https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html\)](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html). Exceptions see under 2.2.
 - 2.2 More specifically, you may enter the ESF premises:
 - after 10 days have passed following your exit from a COVID-19 risk area;
 - or before those 10 days have passed, if you can provide:
 - (a) a negative COVID-19 test undertaken not earlier than 5 days after your entry into Germany; or
 - (b) proof that you fall under one of the exceptions applicable in the Hesse quarantine regulations and that you are thus exempted from German quarantine requirements outlined in the Hesse quarantine regulations (https://www.hessen.de/sites/default/files/media/corona_quarantine_ordinance_1.pdf).

3. If you have been on the ESF premises at any time in the 14 days prior to the date when you are tested positive for COVID-19, please inform the ESF Nurses as soon as possible during business hours at (069) 928874-33. The ESF Nurses may communicate the information you provide to third parties (i.e. your supervisor at ESF) in order to be able to identify personnel with whom you might have been in close contact.

4. When on the ESF premises, you are required to observe the following rules:
 - 4.1 Upon entering, and when moving around the premises:
 - Wear a medical mask.
 - Disinfect your hands.
 - Maintain the ESF hygiene measures, e.g. sneezing etiquette and hand hygiene.
 - Keep 2 metres physical distance from others.
 - Use the lift with up to a maximum of one other person.
 - Observe one-way systems (where applicable) by following the signage.
 - 4.2 When working on the ESF premises:
 - Wear a medical mask everywhere in the building, unless you are alone in a room or while you are drinking or eating.
 - 4.3 When using the restroom:
 - Only one person may enter the restroom at a time.
 - Change the door sign („Belegt“, „Frei“) when you enter and leave the toilet area.

The ESF Directors may issue further guidelines and instructions to ensure security and safety on the ESF premises. Contractors, External Staff and Visitors shall comply with such guidelines and instructions as communicated to them.