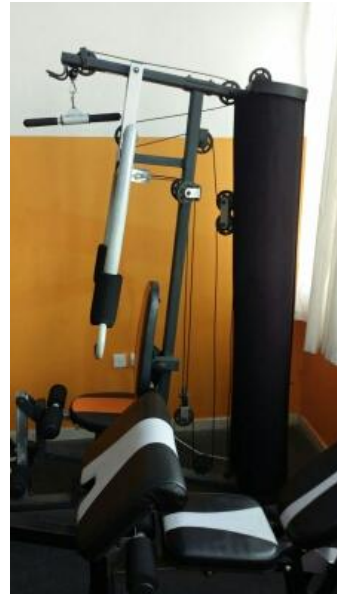
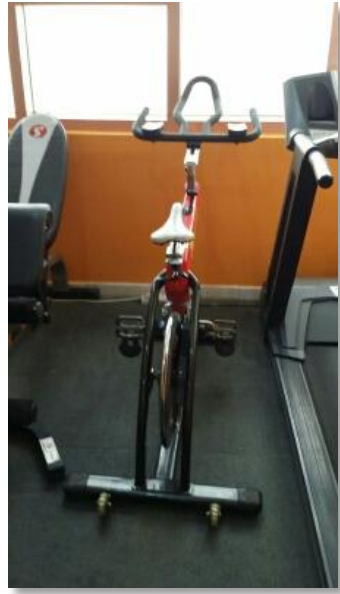


Accommodation SOPs





- Located on the 1st floor # 104
- Timing: 7am to 11pm
- Go down to security reception log in the book get key from security & after finish the exercise return the key to security & log out.



- Located on the 1st floor # 101
- Timing: 24/7
- Go down to security reception log in the book get the key from security & after using the T.V or Computer room return the key to security & log out.



Room & Bed space should be tidy & clean



- Room B&C
- Flat #104



- Located on the roof top
- Timing: 24/7
- Go down to security reception log in the book get the key from security & after using the dryers return the key to security & log out.



The Shuttle will leave on time & will not pick & drop on the way back to accommodation. Eating ,Drinking or chewing is not allowed at all.



- No Alcohol consuming in colleagues accommodation.
- Visitors are allowed only 07:00 am to 23:00 Hours.
- Friends & family stay over night earlier approval from H.R department.
- No parties are allowed without H.R department approval.
- Smoking is strictly prohibited in the Flats. Smoking is allowed only designated area.
- Sticking posters and pictures on the walls and wardrobes is strictly prohibited.
- Sticking posters and pictures that are against the morality laws of the U.A.E.
- Team members of opposite sex visiting each other's rooms is restricted between 11:30 p.m. until 07:00 a.m. sleeping over is strictly forbidden
- Moving or transferring any of the rooms' furniture and fixture without H.R department
- Transferring rooms without the prior approval of the Human Resources department
- Shouting, screaming or any kind of disturbance in the corridors.
- For non -Muslims colleagues who cook any kind of pork dish use their own cooking pans/pots and utensils. It must be cook discreetly and should not be stored in the common refrigerator.

**Thank You
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