

Campus Directives

(valid from 14.04.2022)

EHL SSTH

Swiss School of Tourism and Hospitality Ltd.



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1. General clauses

1.1 Miscellaneous

Scope	<p>The provisions set out in the Campus Directives apply to apprentices, students, employees, and guests on the EHL SSTH campus in Passugg.</p> <p>Regulations concerning correct conduct must be adhered to not only on the campus but also on the way to and from school, regardless of the use of public and private means of transport.</p> <p>These directives are additions to the EHL SSTH regulations as a whole and are integral elements of the study contracts and regulations.</p>
Responsibility	<p>Adherence to the regulations is a matter of personal responsibility. Persons accompanying guests must inform them of the regulations and must ensure their adherence thereto.</p>
Gender equality	<p>All wording in these directives refers to all genders unless otherwise stipulated.</p>

1.2 Terms

Campus Passugg	<p>The term campus refers to all buildings and areas operated by EHL SSTH. This includes School Hotel, Villa Schönfels, Bachelor Village, Fontana and the surrounding areas and parking facilities.</p>
School Hotel (SHP)	<p>The School Hotel (SHP) includes the classrooms and the hotel area, as well as the leisure areas in the School Hotel.</p>
TOP	<p>TOP is located outside of the School Hotel in the former primary school-house in the Churwalden local government district.</p>
Bachelor Village	<p>The Bachelor Village encompasses the TOP and the nearby modular containers.</p>
Villa Schönfels	<p>Villa Schönfels covers two floors accommodating EHL SSTH offices.</p>
Fontana	<p>Fontana is an EHL SSTH Campus Outlet that comprises hotel rooms, meeting spaces and leisure facilities.</p>
Teaching hours	<p>Teaching hours are understood to be between 7:00 a.m. and 5:30 p.m. from Monday to Friday for all study programs during the semester.</p>

1.3 Contact persons

Student Services	<p>The office is in the main building of the School Hotel on the first basement floor.</p> <p>Student Services is responsible for general questions and services regarding school operations.</p>
Front office	<p>The front office is located at the entrance to the School Hotel.</p> <p>It is responsible for room assignment/reservations, the card system, cash transactions, mail handling, internal mail circulation, lost & found, and parking. Information on attractions/ services in the region is also available.</p>
Duty Manager (nights and weekends)	<p>From 18:00 PM – 7:00 AM, Monday through Friday (night duty), and 24h on Saturday and Sunday. Telephone: 747</p> <p>The Duty Manager is responsible for order and security, and must be notified immediately in the event of noise disturbances or dangers of any kind. All instructions from the Duty Manager must be followed without exception.</p>

2. Dress code «Guide for professional appearance»

2.1. General

Policy	<p>We are an international vocational school in the hotel industry, and as such attach particular importance to the wearing of appropriate, professional clothing. Clothing is an integral part of the learning process for apprentices and students. A neutral appearance, safety, and hygiene factors are fundamental aspects of the dress code applied within the hotel industry. Hence, these requirements apply equally to the dress code at an international hotel school.</p>
Application	<p>There is a specific dress code for all study programs at the EHL SSTH (Business). The dress code is valid as long as the students are in class. If no lessons are in progress, casual clothes may be worn outside teaching hours (see <i>Chapter 1.2.</i>). An additional casual dress code is also defined in <i>Chapter 2.4.</i></p>
Religious symbols	<p>Refer to «Guide for professional appearance».</p>

Headwear/body deco- Refer to «Guide for professional appearance».
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2.2. Apprentices and students

Basic required attire for men and women	The basic required attire for men and women is defined in the «Guide for professional appearance» document available through the EHL SSTH Website and Infopool.
Kitchen and service classes	<p>The kitchen or service/office uniform is worn for practical lessons in the kitchen and service.</p> <p>Items of jewelry and watches must be removed for practical lessons in the kitchen.</p> <p>Students must shave properly and ensure they wear a neat hairstyle; documentation with example images is provided for guidance.</p>
Control	<p>Dress code checks will be done on a regular basis.</p> <p>Students in violation of dress code rules will have their student card confiscated until they change and return dressed appropriately. Their name will be recorded in a log.</p> <p>Repeat violations are handled based on graduated scale of disciplinary actions as stipulated in article 6 of the Campus Directives.</p>

2.3. Employees at EHL SSTH

Policy	The dress code for EHL SSTH employees is stipulated in the «Guide for professional appearance». The school will provide persons exempted from this rule (e.g., housekeeping, IT, or kitchen) with suitable professional clothing to be worn at work.
Guests/representatives	Employees shall inform their guests and contractors of these regulations and shall be responsible for their adherence.

2.4. Leisure time (casual)

Definition	Leisure time is understood as the time outside of teaching hours (see
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Chapter 1.2.); this also includes the holiday periods in all study programs. The holiday period begins when all of the study programs have completed the semester and ends with the first school day of a study program.

Clothing We are appropriate in our attire and conduct on campus, even during leisure hours.

Dress worn for breakfast and the evening meal should be suitable for a restaurant visit and adhere to conventions. No pajama-like, cropped or sleeveless (men) clothing may be worn.

A bathrobe and slippers must be worn to and from the shower facilities on each floor. Nudity, revealing clothing, and walking barefoot are prohibited at the School Hotel.

3. Conduct

General Behavior between/among apprentices, students, and employees must always be respectful. In particular, it is important to be considerate of cultural diversity at an international school.

Smoking areas It is forbidden to smoke in the campus buildings, except in the defined smoking areas. Smoking is permitted during teaching hours:

- on the rear terrace of the School Hotel;
- in front of TOP, to the right of the main entrance (sheltered area);
- on the veranda;
- at the bus stop.

Smoking is permitted outside of teaching hours wherever there are ashtrays, as well as on the School Hotel terrace. Smokers must maintain a distance of at least 5 meters from the building. It is prohibited to smoke in front of the main entrance. Cigarette butts must always be disposed of in ashtrays.

Alcohol As part of its mission, EHL SSTH must reconcile teaching the knowledge of alcoholic beverages with the need to make students aware of their responsibilities and the risks related to the abuse of alcohol, whether concerning their own consumption or the serving of alcoholic beverages to clients.

The rule regarding the sale and intake of alcoholic beverages to underage students and apprentices is applied as follows (as per Swiss Food Decree (LGV) and Alcohol Law (AlkG))

- under 16 years old: alcohol is prohibited
- 16-17 years old: beer, wine and cider are allowed;
spirits, aperitifs, and flavored malt beverages are prohibited

Students must be moderate in their consumption of alcohol in order to remain fully in control of their behavior under all circumstances, whether they are on the EHL SSTH Campus or other campuses of the EHL Group, outside the campus, on an internship or at work, as well as at parties and events organized by the school. Excessive consumption of alcohol may lead to disciplinary measures in accordance with Chapter 6, Disciplinary rules (checks and sanctions).

Drugs

The sale, possession and consumption of drugs and intoxicating substances of any kind, including so-called soft drugs like hashish, marijuana, or CBD cannabis with less than 1% THC, are strictly forbidden throughout the whole campus. Management will take all necessary measures to keep drugs off campus. Foreign students are advised that legal proceedings may lead to expulsion from Switzerland.

Chapter 6, Disciplinary rules (checks and sanctions) applies in other respects.

Endangerment of others

Any act, whether voluntary or the result of negligence, that endangers the health or security of members of the School community will be considered a serious violation.

The possession of arms or fake arms on the campus is strictly forbidden and will automatically be considered a voluntary endangerment to others.

Students who, for military reasons, are required to bring their firearms on Campus, must deposit them at the Front Office upon their arrival on the premises. These firearms will be stored in a secured safety box.

Failure to comply with the above may lead to disciplinary measures in accordance with *Chapter 6, Disciplinary rules (checks and sanctions)*.

Personal injury

Because respect of others is paramount, any behavior, whether in spoken or written words, or acts, that constitutes an attack on others, particularly any form of discrimination, racism, physical or psychological aggression or harassment, including sexual or sexist harassment, will be considered a serious violation.

Harassment specifically includes behavior designed to persecute others through repeated words, acts, gestures, or written comments, using any communication channel, that are hostile to or undesired by the person concerned and that can result in physical or psychological damage and a harmful study and work environment.

A single act of serious behavior can be construed as harassment if it is deemed to be harmful and has a lasting deleterious effect on the person concerned.

All this may lead to disciplinary measures in accordance with *Chapter 6, Disciplinary rules (checks and sanctions)* and we also refer to our regulations: "Guidelines for cases of discrimination, bullying, and sexual harassment".

Theft	Theft in any form, including the theft of information or electronic services, will be considered a serious violation. This may lead to disciplinary measures in accordance with <i>Chapter 6, Disciplinary rules (checks and sanctions)</i> .
Mobile phones	The use of cell phones in classrooms is not permitted and devices must be switched off. In restaurants and other areas, the use of cell phones must be conducted with the appropriate discretion.
Noise ordinance	Designated quiet hours are from 10:00 p.m. to 7:00 a.m. In particular, loud music and loud conversations are prohibited between these hours. Organized parties may be held only in the disco "Stübli". Parties always require approval (see <i>Chapter 4.11.</i>). Quiet must be maintained in the vicinity of the school group and study rooms during teaching hours (see <i>Chapter 1.2.</i>).
Minors	The consumption of sprits or supplying spirits to people under the age of 18 is strictly prohibited. If minors are "in-house" outside the normal attendance times (Friday until 6:00 p.m. or Sunday before 5:00 p.m.), the Duty Manager must be informed.
Visitors	For safety reasons, visitors are permitted only if registered at the front office or with the Duty Manager, with no exceptions. In particular, overnight stays must be registered and the going rate paid accordingly. A 3rd person may not be accommodated in a double room.
External students	Students not living in the School Hotel are welcome; however, they must abide by the house rules and noise ordinance. Visitors must vacate the school premises by midnight at 12:00 a.m.

4. Use of the facilities

4.1. General

Order and cleanliness	Persons staying in the rooms are responsible for their use. Waste and dishware must always be removed. PET bottles must be disposed of in the official collection boxes. Waste must be separated when indicated (glass, cardboard containers). There is a waste disposal container (Molok) for larger items located along the main road in front of the SHP.
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Electrical appliances must be cleaned and switched off following use.

Damage/ repair

Damage and uncleanliness must be reported to the front office immediately.

Persons responsible for the improper or mischievous use of EHL SSTH facilities will be charged for the costs of any repair. This shall apply in particular to defilement and material damage.

Inventory

As a rule, inventories are not to be removed from classrooms, common areas and hotel rooms. Changes, for example the exchange of furniture in hotel rooms must be organized in advance with the housekeeping department. At the start of each semester, there is a formal check-in using an inventory and room status checklist on which details of any defects or damage must be noted. Any missing or damaged furnishings and materials will be charged based on the replacement value.

Ecology and energy

Care must be taken especially during the winter months that rooms are ventilated briefly. The last person to exit a room is responsible for ensuring that windows are closed, lights are extinguished, and electrical devices switched off.

Personal items

Personal clothing and items must not be left lying in the corridors and publicly accessible areas. Owners must keep their personal items in their rooms or in the wardrobes. In particular, the lobby in the SHP and in TOP must be kept clear.

Objects left lying around will be collected and can be picked up at the Front Office.

4.2. Food & beverages (F&B)

Range of food & beverages at EHL SSTH

EHL SSTH offers its apprentices/students, employees and guests the option to take breakfast, lunch or the evening meal in a variety of outlets. The front office provides information on the different F&B services; the prices are detailed in the price list.

Self-catering / cooking

There is a comprehensive F&B concept on offer at EHL SSTH.

There are no self-catering facilities provided; it is not possible to store or heat any brought-in food items. Eating in the lobby is not permitted. On request, the Student's kitchen will be open to apprentices and students in

the evenings and on weekends (see *Chapter 4.10.*).

Meals

Meals are provided in the various outlets as follows*:

The Market	Breakfast: 07:00 – 08:00 Lunch: 11:20 – 13:00 Dinner (Mon-Thu): 18:00 – 19:30 <u>Weekends:</u> Brunch: 10:00 – 12:00 Dinner (Fri-Sun): 18:00 – 18:45
The Market Jardin	Lunch: 12:20 – 13:00 with access to the Wandelhalle
The Essence	12:10 – 13:30 Closed on weekends
La Campigiana	12:10 – 13:30 Closed on weekends
Da Fortunat	Lunch: 12:10 – 13:30 Closed on weekends
Pizzeria	Dinner (Mon-Fri): 18:00 – 20:00
Umami	Lunch: 12:10 – 13:30 Dinner (Mon-Thu): 18:00 – 21:30 Closed on weekends
Bar	Mon-Thu: 08:00 – 22:00 Fri: 08:00 – 19:30 Closed on weekends

* This schedule is subject to modifications

Payment for meals is processed exclusively using the school card system (see *Fee Regulations, Chapter 6.4.*).

Meals may also be consumed on the terrace during warm weather; the service team decides whether an outlet is to be relocated outside. In these cases there will be no service in the indoor sections of the outlet. All persons are required and expected to clear away their own trash and used dishware.

Food intolerances, allergies

The EHL SSTH addresses certain food intolerances. However, this applies to gluten-free and lactose-free food at most. Offering food that accommodates all different intolerances is not feasible, given the existing number of students.

Students with intolerances may withdraw from the catering contract after providing a medical certificate. Refunds are calculated on a pro-rata basis from receipt of the medical certificate (based on catering contract; cancellation per full school week for the remainder of the semester.)

Alternatively, the following will be offered to these students:

- Free use of the student kitchen (including refrigerator). The students cook for themselves.
- Food purchases are the sole responsibility of students.

The EHL SSTH assumes no responsibility for missed classes or poor student performance due to known food allergies/intolerances that prevent a nutritionally correct diet.

4.3. IT/telephones

Computer room	The computer training room is primarily reserved for teaching. This room, subject to prior booking with Student Services, may be used to complete work outside of teaching hours.
Printing	There are printers in the SHP that apprentices and students may use. A fee is applicable to printing, paid for using the EHL SSTH card system (see Fee regulations, Chapter 6.4.).
Data storage	Apprentices and students are assigned a personal hard drive to store data. The data are backed up on a daily basis as a means of security. Data stored elsewhere are deleted periodically, especially data stored on drive C. EHL SSTH accepts no responsibility or liability for improperly stored data. The personal drives are wiped once students and apprentices have graduated.
Wi-Fi	There is a Wi-Fi connection available in all rooms in the school, hotel, and leisure facilities. The access code is found on the Infopool in Care.
Internet use	<p>It is prohibited to use the EHL SSTH network to access content by, or communicate with, providers of illegal, misanthropic, pedophile, sexist, or otherwise offensive materials.</p> <p>Internet traffic is recorded electronically and can be analyzed as required.</p>
Telephone	<p>EHL SSTH employees can be reached under their internal extension numbers. The telephone list is accessible on Infopool in Care and is also posted at the front office. Data privacy reasons dictate that personal cell phone numbers must not be provided without the consent of the respective person.</p> <p>Dial 0 for an external line, followed by the telephone number. Except for emergencies, apprentices / students are charged for external calls.</p>

4.4. Classrooms

Availability	The classrooms are always open during teaching hours (see <i>Chapter 1.2.</i>). Access outside of these times requires approval by Student Services, the front office, or the Duty Manager.
Use	Eating and drinking are not permitted in the classrooms, except for water.

4.5. Group and study areas

Availability	<p>The lobby in the SHP, the Da Fortunat, the Umami, the Market Jardin (except during teaching and service hours) and The Attic are available as group and study areas. The lobby must not be used as a classroom. Empty classrooms may also be used for study; this requires approval from Student Services.</p> <p>The learning lounges in the TOP, the lounge areas in front of the classrooms, and the empty classrooms can be used by groups and as study areas.</p> <p>The breakfast room at Fontana, the nearby meeting rooms, and the leisure room on the upper floor can be used by groups and as study areas.</p>
Use	It is important to exercise mutual consideration when using the study areas. Use the leisure areas for louder conversations. It is not permitted to eat or drink (except for water) in the study areas. Food and drink may be consumed at Da Fortunat and Umami, provided it is outside of teaching and service hours.

4.6. Hotel rooms

Availability	<p>The School Hotel, the Bachelor Village and the Fontana have several rooms available for apprentices and students. Exclusively students of the age of 16 years and older are allowed to live/stay on campus overnight. The Front Office provides information on prices and bookings.</p> <p>Accommodation on the Passugg Campus is subject to availability (School Hotel, Bachelor Village, Fontana). If necessary, accommodation outside the Campus (e.g. in the area from Chur to Tschierschen) can also be offered.</p>
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Use	<p>The rooms must be occupied as if they were facilities in a public hotel. It is important to exercise due care with the furnishings in particular. An individual inventory will be taken, and the general condition of the room assessed, at the start of occupation; any necessary repairs will be charged when the room is vacated.</p> <p>Hotel rooms are not party rooms. Quiet times at night must be observed in particular. The Duty Manager is authorized to conduct inspections and to take suitable measures as required. Instructions issued by the Duty Manager must be followed immediately and without exception.</p>
Smoking/cooking	<p>Smoking and cooking would pose a risk of fire and are hence strictly prohibited in the rooms and on balconies. This also applies to the use of any flammable materials, candles, and incense sticks. Qualified staff members are entitled to conduct inspections. A charge of CHF 200 per room and incident will be immediately levied in the event of smoking or cooking in the room. The amount has to be paid in cash. As long as the charge is not paid, the student will not be permitted to attend classes.</p> <p>It is not allowed to use a microwave, rice stove, mobile stove and similar in the room, although a kettle with an automatic switch-off function is permitted.</p>

4.7. Wardrobes

Availability	<p>There are a limited number of lockers in the wardrobes for apprentices and students who have not booked a hotel room. Contact the front office for information.</p>
Use	<p>These facilities are used based on personal responsibility and risk. Users should keep valuables in their possession or leave them at the front office.</p>
Public wardrobe	<p>School bags, jackets and personal items can be stored during the day in the dedicated public wardrobe, located in the -1 Floor opposite from Student Services.</p> <p>Students should not leave their items in the Guest wardrobe, which is located by the reception.</p>

4.8. Library

Use The library is located in The Attic on the top floor of the school hotel.

 Apprentices and students borrow books by recording the details in lists and returning the books after a reasonable period.

4.9. Parking spaces

Availability There are a limited number of parking spaces available to apprentices, students and employees. Parking fees are charged. Spaces can be rented from the front office.

 Public transport or carpooling arrangements should be used whenever possible.

Use Users occupy parking spaces at their own risk. In particular, valuables should not be left in vehicles.

 Parking spaces may not be sublet. The front office must be notified if other persons will temporarily use a rented parking space. Use of the parking spaces must not obstruct the public thoroughfare; instructions issued by the front office must be followed. The visitor parking spaces next to the terrace in front of the School Hotel must be kept open.

4.10. Kitchen for apprentices and students

Availability The student kitchen on the 2nd basement floor and the kitchen on TOP's lower floor can be used in the evenings and on weekends. The keys are available during the day from the front office and in the evening from the Duty Manager. The kitchen in Fontana can be used only prior consultation with the Director of Hospitality Services (professional kitchen).

Use Anyone using the student kitchen on the 2nd basement floor of the SHP or at the TOP must ensure that all appliances, sinks, floors and walls are left in pristine condition.

 Food can be stored in the refrigerator, but it will be cleaned and emptied every Wednesday.

4.1.1. Leisure time

“Stübli” The “Stübli” on the 2nd basement floor is an activity area for students of EHL SSTH, where, among other things, group sports lessons take place. The room can be rented on request from the Director of Hospitality Services. The agreed terms and conditions apply; the normal closing time is 1:00 a.m.

Fitness room Opening times: Mon – Sun: 7:00 a.m. – 10:00 p.m.

Persons using the fitness room must wear clean sport shoes and gym wear. The equipment must be cleaned and disinfected following use. The music must be kept at ambient volume. It is not permitted to eat in the fitness room; the only permitted drink is water.

5. Safety

5.1. Alarm

General In the event of a siren alarm, the building must be evacuated by the shortest emergency route without using the elevator. The employees in charge check the reason for the alarm.

Assembly point The assembly point of the SHP is on the main terrace.

The assembly point of the Bachelor Village (TOP) is located in the parking area in front of the modular rooms.

The assembly point of the Fontana is located on the side terrace by the grilling area.

Fire alarm system The EHL SSTH buildings (SHP, Bachelor Village, Fontana) have automatic and manual fire alarm systems in addition to fire extinguishers. Sanctions will be imposed in the event of damage to, or obstruction of, the security facilities or if the alarm is triggered mischievously (see *Chapter 6, Disciplinary rules (checks and sanctions)*).

5.2. Video surveillance

EHL SSTH Campus For security reasons, entrance areas are controlled by a CCTV system. The images will be treated as confidential and analyzed only for security reasons or in the event of exceptional occurrences.

5.3. Defibrillator

General The defibrillator is kept in the front office at SHP and Fontana and must be used in emergencies. A first aid team has received training in its use; the list of trained persons is posted at the front office.

6. Disciplinary rules

Liability The costs of damage or the costs incurred due to inappropriate conduct (e.g., mischievous triggering of the fire alarm) will be charged in full to the culpable person. In any case, apprentices, students, and employees must have a liability insurance policy; see also the *Insurance Regulations*. The school rejects any liability whatsoever for lost or stolen valuables.

Checks Checks can be ordered on all persons and in all rooms if there is any suspicion of rules violations.

A drugs test or medical examination may be ordered at any time without warning if there is any suspicion of drug use.

Simple violations The following are considered simple violations:

- Failure to observe quiet periods, order or hygiene regulations
- Failure to adhere to the dress code
- Failure to adhere to the smoking regulations outside the building.
- Failure to adhere to the restrictions on cell phone use
- Alcohol consumption resulting in improper behavior (minor cases)

Severe violations The following are considered severe violations:

- Second warning due to simple violations (irrespective of whether the warnings were issued verbally or in writing)
- Use of violence of any kind
- Personal insults and sexual harassment
- Excessive alcohol consumption and severe misbehavior
- Consumption of, or dealing in, drugs
- Intentional destruction of buildings and furnishings

- Any kind of endangerment of life and limb, discrimination, and theft
- All criminal actions not listed here

Sanctions

1. In the event of severe violations, the Disciplinary Commission may make one or more of the following decisions (academic and non-academic):

- Warning letter;
- Community service;
- Assignment of a grade of 1.0 in a disciplinary case of academic nature as per the applicable Rules & Regulations;
- Temporary suspension from the School;
- Suspension from certain School activities, in particular the prohibition of participating in "Educational Travel";
- Ineligibility for any other role of representation such as "Student Ambassador";
- Fine, depending on the case.
- Ordinary or extraordinary cancellation of the agreement on occupancy of a room;
- Expulsion from the School and from the EHL SSTH Campus property.

2. In the event of simple violations, the Disciplinary Commission may make one or more of the following decisions (non-academic):

- Warning letter;
- Community service;
- Temporary suspension from the Campus accommodation for a maximum of 5 working days;
- Suspension from certain School activities, in particular the prohibition of participating in "Educational Travel";
- Ineligibility for any other role of representation such as "Student Ambassador";
- Fine, depending on the case.

All violations are recorded in the student files.

Commission

The Disciplinary Committee consists of the Managing Director / CEO, the Academic Dean, the Head of Vocational/Higher Education, the Head of Hospitality Services and the President of the Student Council.

Appeals/
recourse

Recourse to an instruction or a decision must be lodged in writing within 5 working days. It must be addressed to the EHL SSTH Management.

7. Entry into force

The Campus Directives of SSTH AG were approved by the EHL SSTH Board and are effective as per 14.04.2022. They replace all prior terms and conditions.

Michael Hartmann
EHL SSTH Director / CEO

Markus Brocker
Delegate of the Board / CFO

Beatrice Schweighauser
Assistant Dean

Simon Rindlisbacher
Director of Hospitality Services

Anita Fuhrer
Head of Accounting