



Dear Employees,

Welcome to the International Community School- Baghdad.

We wish you all a productive and fruitful experience as members of the ICS community.

To facilitate your accommodation needs and to ensure a smooth relocation process, the ICS Leadership Team and members of the Board of Directors have been working in partnership with the facility management company to secure reasonable accommodation facilities.

We hope that you will enjoy staying in your accommodation. The accommodation rules provide the framework conditions for living in shared accommodations or use the available apartments provided by the facility management company. We kindly ask you to orient yourself in compliance with shared rules, and consider your housemates and school's expectations in order to allow for a pleasant experience and work-life balance.

Awareness to Cultural Expectations and Sensitivity:

Generally, Iraqis are religiously acceptant and have familiarity with ethnic diversity. However, Iraqi culture is rather intolerant of any diversion from traditional conventions and behaviors. It is a fundamentally conservative society where innovation is usually resisted and rules are expected to be followed diligently. Behavior and public decorum are restrained and strictly governed in accordance to Islamic values.

The perception of honor in the eyes of others regulates much of Iraqi behavior. The honor culture is based on the idea that people should protect their personal and family honor at all costs. In Iraq, the culture pressures individuals to conceal and deny anything that could tarnish their honor. However, one's personal integrity and dignity is still seen as an important virtue throughout Iraq. People tend to take great pride in helping others.

- Cohabiting and civil marriage are neither recognized nor accepted in Iraqi culture.
- Male and female social gatherings in private places or any illegal seclusion of a man with a woman are prohibited and not culturally accepted in Iraq.
- **Violating the country's rules and cultural expectations might result in some serious actions and consequences that each individual will be held accountable for.**

ICS Staff Accommodation Guidelines:

Inventory Walkthrough: Upon receiving your accommodations, a member of the facility management team will complete a move-in walkthrough to assess the initial condition of the accommodation and to inventory the furnishings provided. As residents, upon move-out, the facility management team will complete a move out walkthrough to ensure that the property has not been abused, misused or damaged beyond expected normal use.

General Order: The inside and outside of the accommodation must reflect high standards for cleanliness and tidiness. The depositing of waste and objects in the common areas, as well as outdoors, is not allowed. The placing of food waste outside the building is not allowed.

Cleaning of Room, Kitchen and Sanitary Facilities: You are responsible for cleaning your room and the commonly used areas such as the sanitary facilities and the kitchen. For your support, accommodations are cleaned twice a week by the facility management team. Cleaning schedules will be shared to avoid any possible inconvenience.

Waste Disposal: You must dispose of your personal waste into the trash bins located outside of the accommodations, on a daily basis. All food must be stored in the refrigerator or designated cabinets. Any food products left on the kitchen counters or stove surfaces will be disposed of by the cleaning staff. Fruit and vegetables should be stored in proper containers and not left on the counters. Bags of food, left on the counters in common spaces, will be disposed of.

Night's Rest: Quietness must strictly be observed between 11:00 pm and 06.00 am. In case you planned a late night activity in the accommodation, like listening to music or watching a movie, kindly keep the sound/ volume at a moderate level and avoid having loud conversations. All actions must be considerate of your housemates needs and personal spaces.

Laundry: Linens will be provided by the facility management company. You are kindly requested to maintain their cleanliness at all times for your own use . Washing machines are provided. Please follow the operating instructions on the washroom, and avoid using the washing machine during the night rest hours.

Reporting Damages:

- You may report damages/repairs to the HR department. The tenant should submit their written request directly to HR.
- The tenant will be liable for damages which have been caused wilfully, through negligence and through improper use of provided furniture and appliances.
- There is no insurance coverage on the personal items you store in the accommodation. We are not liable for personal items damaged in the case of fire, theft or water damage.

Furniture /Personal items: Storing furniture in the corridor and in the stairway as well as cardboard boxes in closets and in the stairwells is not allowed due to fire protection safety reasons. Emergency exits must be kept free at all times. When moving out, all furniture must be present in the room. Missing furniture will be invoiced.

Fire protection: Fire protection doors may not be blocked. Emergency exits must be kept free at all times. Therefore, we kindly ask you not to obstruct corridors, doors and the stairway (with furniture, shoes and the like). Making fire or Barbecuing is not allowed inside the accommodation.

House Rules:

- **Your safety:** For your own safety, we kindly ask you to lock house, apartment and room doors at all times so that other persons will have no access. Please report suspicious things to the HR department. Outside of business hours, immediately contact the school's security team.
- **Access to the living areas:** The school has access to the accommodations after reasonable advance notice.
- **Loss of key:** A loss of key must immediately be reported to the HR Department.
- **Pets:** Keeping pets is not allowed in the shared accommodations. However, should you decide to have any kind of domestic animal/pet in the apartment, he/she will be held accountable for any damage caused by the pet. The property management team can provide approval for a pet upon request. No pet can reside in the facility without prior approval and written consent from Mr. Omar.
- **Smoking:** Considering possible health conditions of housemates, smoking is not allowed inside the accommodations. Smoking in the rooms/apartments is prohibited. Smoking is only allowed in front of the house entrance and on the balcony only.
- **Energy:** Before leaving the room, please close the window during the cooling period. Vent your room shortly and intensively. Please switch off the light and AC before leaving the room.

Extended Stay Visitors:

- The accommodations are for the staff only, no extended visitors are allowed to reside in the school accommodation.
- Visitors of the same gender are only allowed between 5:00pm to 9:00pm during working days, and from 10:00am to 9:00pm on weekends or holidays.
- Overnight guests are not allowed.

Accommodation Agreement:

I _____ agree to adhere to the accommodation guidelines presented above and accept that any misuse of the accommodations and the furnishings will result in financial liability on the tenant side. In addition, the tenant will be responsible for the consequences and actions of violating the aforementioned rules and regulations, especially things related to cultural awareness.

STAFF NAME: _____ (PRINT)

STAFF SIGNATURE: _____

DATE: _____

MOVE IN & MOVE OUT WALKTHROUGH

Accommodation Type: _____

AREA	MOVE IN	MOVE OUT	REMARKS/ ACTIONS
walls			
floors			
bathroom			
bedroom 1			
bedroom 2			
kitchen			
living room			
bedding/linings			
appliances			
furniture			
TV Internet			
OTHER			
RECORDED BY:			
RECORDED DATE:			
TENANT:			
DATE			