

Annex (ETF/19/DEC/034):

RULES FOR THE ACCESS AND USE OF THE ETF'S RECREATION AREAS

1. INTRODUCTION

These provisions set up rules for the access and use of the recreation areas located within the ETF premises.

The recreation areas are established for the well-being of staff and meant for both recreation activities (eg table tennis , table soccer, meditation) as well as for fitness activities (eg yoga, stretching, postural gym, fitness work out), to be performed by individuals or groups.

2. LOCATION AND COMPOSITION OF THE RECREATION AREAS

2.1 Location

The recreation areas are located:

- in the first underground floor and accessible through the elevator located in D sector or the stairs;
- in the room denominated Sala Firenze at the level mezzanine in D sector and accessible by stairs or by elevator.

2.2 Composition

The area in the underground floor is composed of a recreation and fitness space, of a changing room with showers and a lockers space. It is referred to as the “gym room”.

The area in the room denominated Sala Firenze is composed by a recreation and fitness space only. It is referred to as the “zen room”.

The areas host equipment (e.g. soccer table, table tennis, fitness equipment, yoga equipment, etc.) which is property of the ETF and/or staff members and instructors that shall not be removed without permission of the owner.

3. CONDITIONS FOR ACCESSING AND USING THE RECREATION AREAS FOR FITNESS ACTIVITIES

- 3.1** The recreation areas are open during ETF working days from 8:00 till 20:00, unless differently communicated.
- 3.2** Access is granted only to persons belonging to the following categories:
- ETF Staff members
 - Trainees
 - Temporary workers (also known as *interim workers*)
 - External instructors upon invitation from persons belonging to the above-mentioned categories and upon undertaking registration formalities at the reception.
- 3.3** The persons who intend to use the recreation areas for fitness activities must have submitted first a valid medical certificate (*type B non-agonistic sport*) to the ETF Medical Advisor. Failure to accomplish this obligation will be considered a professional misconduct and treated accordingly.
- 3.4** The use of the areas for fitness activities shall take place outside core hours unless the user takes advantage of its non-working time (i.e. when on leave, part-time).
- 3.5** Badging in and out is compulsory prior to the start and upon end of the activity (including shower time where applicable). The time devoted to fitness activities is not considered as working time. Any abuse, being considered a professional misconduct, will be treated accordingly.
- 3.6** The gym room is equipped with a changing room, a toilet and shower facilities (two showers). Considering the limited space available, users must leave it in order after the activity. Personal belongings left in the changing room or the showers will be removed and disposed of. Users in need of a permanent assigned locker may request it to Facilities.
- 3.7** The areas are cleaned daily by the outsourced cleaning service from 6.00 to 7.30 am. It is mandatory to wear sports shoes in the area, with the exception of Yoga or similar activities and use a towel to cover the benches before use. It is also good practice to wipe down the equipment after use. After an activity, the area is to be left in a proper and clean state and this must be taken care by the people organising and taking part in an activity.

All equipment shall be arranged properly in the dedicated storage area.

The ETF does not assume any liability for external instructors invited by ETF users of the recreational areas as well as for any equipment belonging to instructors and kept in the recreational areas.

4. EMERGENCY

Users of the recreation areas must immediately report to the ETF Security Officer (mail to rev@etf.europa.eu, tel. ext. 2364) or to the security guards tel. ext. 2581 any real or suspected danger situations for themselves or others.

In case of emergency, users must follow the instructions on the emergency plan displayed within the areas

5. CORPORATE ACTIVITIES

Corporate fitness activities arranged under the leadership of HR Unit have the priority on any other individual or group activities. Staff wishing to have classes with external instructors or not in the recreation areas are therefore required to arrange at times not impeding corporate activities, or at the same time provided that there is enough space.

The scheduled activities and any updates are published on WorkPlace and Intranet.