

ADDENDUM TO THE CODE OF CONDUCT - SERIOUS OFFENCES AND THE CONSEQUENCES

1. A 12 Hour rule for dirty and/or clean dishes left in common area. Dishes will be confiscated and donated if left in the kitchen for more than 12 hours. Confiscated dishes will not be returned. Security footage is able to confirm how long dishes are left and who the culprits are.
2. Where pest infestations develop due to dirty dishes and/or food left in the common areas, the cluster will be billed collectively for the fumigation.
3. **Sleep-overs are not permitted. Residents will be fined R1 000.00/night, payable within seven days of the fine date. The breakage fee cannot be used for this purpose. Parents and sponsors will be informed w.r.t. the billing/student statement.**
4. As per the South African Law, smoking is not allowed in the buildings. This includes smoking of okha pipes. The okha pipes will be confiscated and culprits will be reported.
5. Residents found in possession of/using illegal substances will be reported to the Proctors Office via CPS and/or SAPS.
6. Alcohol is not permitted on the University premises. Transgressors will be reported to the Proctors office via CPS.
7. **Kovacs Management in consultation with CPS or SAPS can have raids in the blocks without prior notice.**
8. Management and/or Security may enter a resident's room in the event of illness or a suspected threat of danger and/or on suspicion of any illegal activity.
9. Tampering with the fire equipment will be reported to the necessary authorities and the resident will be prosecuted accordingly. This will include covering/tampering of smoke detectors in the rooms. As per the municipal by law a R10 000 can be levied by the authorities.
10. **The pulling and/or forcing open of cluster and building doors is not permitted. Residents must use their access cards to access the buildings. Culprits causing damage will be held liable and will be invoiced. Visitors caught forcing the doors will be banned from the premises. Students caught jamming or leaving entrance doors open intentionally will be fined and/or reported to the Proctors office. This is a security hazard and is regarded as a serious offence.**
11. **THEFT:** 11.1 From Residents - The claimant/victim must make a case at CPS and/or SAPS
 11.2 From Kovacs – Management will make a case at CPS and/or SAPS
12. **ASSAULT:** 12.1 W.r.t. Residents – The claimant/victim must make a case at CPS and/or SAPS.
 12.2 W.r.t Kovacs - Management will make a case at CPS and/or SAPS
13. Disrespectful and/or rude behaviour toward any Kovacs staff member/security/visitor/cleaning staff will not be tolerated and offenders will face disciplinary action.
- 15 With mid-year and end-of-year where damages and excessive cleaning is required students will be billed against the breakage fee.
- 16 **Quiet times as per the code of conduct MUST be observed at all times. Students disregarding this will be reported internally and if no results, to the Proctors Office. The music equipment will be confiscated and only returned at the end of year.**
- 17 No ball games are permitted on the Kovacs lawns.

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 Student signature

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 Surety Signature