



CTU FRIENDS Teahouse Code of Conduct

INTRODUCTION

The CTU FRIENDS TEA House is an integral section of Cebu Technological University (CTU), being part of the Internationalization at Home strategy as coordinated by the Office of the University Director for Internationalization and ASEAN Integration. It has been established during CTU's participation in the FRIENDS Erasmus+ project with the aims to enhance the international experiences of both local and foreign students and staff. Tea house missions are: to create a social space for students and staff from different backgrounds; to develop a society of learning, based on multi-cultural environment; and to promote tolerance, mutual respect and understanding between students and staff within the university campus.

The CTU FRIENDS TEA House is a place to freely exchange views from all folks of life connecting with friends and find enlightenment in everyday life to fit the changing needs of the modern community. The word TEA represents three solid dimensional views of friendship like Trust, Empathy and Acquaintance in a house. It also promotes the Internationalization at Home through series of activities and events set by its Committee members.

PART 1: RULES AND REGULATIONS

The CTU FRIENDS TEA House is committed to maintain a safe and healthy environment for all its users and clients. Therefore, the TEA House Committee may hold a user responsible for his/her actions if the behavior or activity he/she performed is considered misconduct and violate the rules under the TEA House Code of Conduct.

Hence, in addition to the CTU policies and regulations, all users and clients of the CTU FRIENDS TEA House must observe to the following rules:

1. Policy on Alcohol

Alcoholic beverages are not allowed inside the Teahouse.

The CTU FRIENDS Tea House is not allowed to distribute or dispense alcoholic drinks of any kind during their events and activities.

2. Policy on Anti-Hazing

Any activity that may be considered as hazing is strictly prohibited.

Examples of hazing include, but are not limited to the following:

- Requiring excessive workouts such as sit-ups, push-ups, runs, or any form of physically abusive exercise and the like.
- Requiring the consumption of any food, alcohol, drug, or other substance.
- Morally degrading or humiliating games and activities.
- Bullying and teasing to spark others to anger in the TEA House is prohibited.
- Any activity that intimidates or threatens the user, or subjects a user to extreme mental stress, embarrassment, shame, or humiliation.
- Verbal harassment, including yelling or screaming.
- Requiring any type of personal servitude such as running errands.



- Any action that could be perceived as inflicting physical abuse/harm to an individual.
- Any activity that causes or requires the user to perform a task that involves violation of a law or of the university's policy or regulation.

3. Business Activity

Selling of any goods or services inside the TEA House is strictly prohibited.

4. Disorderly Conduct

CTU FRIENDS Teahouse users and Committee must prevent or stop from any misbehavior and/or planned events or social gatherings that impair or interfere with the orderly functions or processes of the university and/or the reasonable safety and security guidelines.

5. Disruption/Obstruction

CTU FRIENDS Teahouse users and Committee members must prevent or stop from any behavior and/or planned events or social gatherings that disrupt or obstruct the teaching, administration, or other university activities and/or the performance of duties/tasks of university's personnel or administrators.

6. Policy on Gambling

Gambling of any form is prohibited inside the TEA House. When a person pays to play a game of chance in hopes of winning a prize, the game qualifies as illegal gambling. To avoid having events qualified as illegal gambling the following conditions must be met:

- Participants do not pay anything or give anything of value to participate in a game.
- Prizes can be offered to the winners of games that do not qualify as illegal gambling.
- No currency or items of value may be exchanged inside of the event.
- Users may pay to participate in a tournament as registration fee but no prizes shall be given, and all the proceeds must either be for the benefit of a cause-oriented charity event or for the CTU FRIENDS TEA House charitable funds.

7. Regulations in the Computer Area

All users must observe the following regulations while using the electronic facilities inside the CTU FRIENDS TEA House:

- Eating and drinking are not allowed in the computer area.
- Do not change or interfere with the configuration of the computers.
- Do not install any software into TEA House equipment.
- Do not damage or destroy information on the computers.
- Documents should be saved to your network drive, to a flash drive or to a cloud storage account.
- Avoid printing large quantities of flyers, banners or other materials. One copy may be printed and copies will need to be processed through an outside printing facility.
- Leave your computer workplace in the same condition as you found it or better.
- It is strictly forbidden to unplug any electronic equipment in order to plug your personal items.
- Any use of audio equipment, including TEA House equipment, must be through headphones or at a low volume, and must not disturb others.
- You agree that your use of the system may be monitored.
- Do not watch or display any material that is indecent, pornographic or discriminatory.



- Never use the computing facilities to run a business or to otherwise seek to make monetary profit.

8. Complaints and sanctions

Complaints or allegations of misconduct by a user or Committee member of CTU FRIENDS TEA House can be submitted to the CTU Internationalization and ASEAN Integration Office in writing and clearly stating the name, filing position (student/staff), faculty/office and contact information of the aggrieved party or the complainant.

Upon receiving an incident report or receipt of the said complaint or an allegation of misconduct, the Internationalization and ASEAN Integration Office relations staff will conduct a preliminary investigation, and may impose appropriate consequences on a user with due process.

PART 2: TEA HOUSE COMMITTEE AND MEMBERSHIP

9. Committee

The Committee must be formed by members of TEA House and should be approved by the University Director for Internationalization and ASEAN Integration. The tenure of office is 1 (one) academic year. No Committee member will be permitted to hold more than one position at a time.

The Committee consists of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Recreation and Business Affairs Officer
- Public Relations Officer
- Other positions can be included, when necessary.

A TEA House Committee position can be terminated in the following cases:

- End of the tenure
- Graduation or expulsion from the university
- Resignation
 - In case of the President, resignation must be approved by the University Director for Internationalization and ASEAN Integration.
 - In case of other positions, resignation must be approved by the President of the TEA House.
- Resignation from the TEA House
- TEA House Committee or members' resolution

Committee position entails these privileges and duties:

- All ordinary member privileges are included.
- Organizing events using TEA House and/or Internationalization Office resources.



- Voting in meetings; however, the President shall only vote in the case of a tie, with the exception of Committee members' selection.
- Drafting and stipulating the TEA House Code of Conduct and suggestions for the TEA House management and other events
- Calling members to meetings.
- Promoting members to assist the management of the Committee.
- Controlling all events and activities to follow the Code of Conduct.

10. Committee selection

The Committee selection procedure must be held at least 30 days before the end of the second semester.

The candidate must have the following qualifications:

- Be a TEA House member.
- Be a CTU student with cumulative GPA of 2.5 or better.
- Has not been penalized by CTU regulations and/or the Philippine laws.
- Not be under leave of absence or in any exchange program at another institution during the year which he/she applies for.

The selection procedure is not limited to election, but can follow any other appropriate method.

11. Membership

All CTU students and staff are allowed to register as members. The Committee of the TEA House, CTU students and staff assisting with TEA House activities, and Office of the CTU Internationalization office staff are automatically members.

The TEA House membership can be terminated in the following cases:

- Graduation or expulsion from the university
- Resignation from the TEA House

Membership avails these privileges and duties:

- Using resources of the TEA House during office hours
- Participation in activities of the TEA House
- Attending meetings of TEA House Committee, including commenting and/or advising the Committee.
- Voting or being nominated for the TEA House Committee
- Complaining about any misconduct behavior

12. Teamwork and Collaboration at CTU FRIENDS TEA House

In order to achieve the Tea house missions, teamwork and collaboration among TEA House Staff must be present to have a smooth operation at all times. The three solid dimensional views of **TEA** friendship as in **Trust, Empathy** and **Acquaintance** must always be felt in the TEA house.

All staff of the FRIENDS TEA house are required to attend and participate periodic indoor team building activities set by the TEA House Committee in cooperation with the Recreation and



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Business Affairs Officer. The ultimate aim is to improve communication, trust and collaboration skills among TEA House staff.

PART 3: AMENDMENTS

13. Amendment to the CTU TEA House Code of Conduct

An amendment to the CTU TEA House Code of Conduct may be proposed by the resolution of the Committee, using 2/3 voting, and become effective upon approval by the University Director for Internationalization and ASEAN Integration.

Transitional provision

After this C T U T E A H o u s e Code of Conduct enters into effect, an interim Committee will be appointed as approved by the University Director for Internationalization and ASEAN Integration.

This CTU TEA House Code of Conduct is effective on the day of its publication.