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F R I E N D S



## ERASMUS+ PROGRAMME, KEY ACTION 2 CAPACITY BUILDING IN HIGHER EDUCATION

**Furthering International Relations Capacities and Intercultural Engagement to  
Nurture Campus Diversity and to Support Internationalisation at Home (FRIENDS)**

### RTC-FRIENDS Teahouse

### Code of Conduct

The code of conduct of the RTC-FRIENDS teahouse sets the guiding principles and policies that are to be respected and followed by every individual who visits and utilizes the teahouse and its facilities. Aside from providing basic information about the teahouse, this code of conduct will provide the guidelines to what visitors of the teahouse can and cannot do. It also reveals the core principles that the Teahouse has been established upon and the teahouse shall operate along these principles.

#### 1. Etiquette and decorum (House rules)

- Wearing a mask and maintaining physical distance as per the Covid protocols on campus is mandatory.
- All visitors must be courteous and respectful of each other regardless of seniority and differences. In light of maintaining decorum, no visitor shall provoke or engage in activities such as the following; (1)ragging (hazing), (2)sexual harassment/ sexual engagements, (3)gang related activities, and (4)fights and violent activities. The Teahouse is a social place aimed at bringing people from diverse backgrounds together.
- Visitors are not allowed to smoke tobacco, consume psychotropic substances or drink alcohol in the teahouse just as these are not allowed on campus. Those who fail to comply will be fined or reported to the Student Services Department and shall be dealt with as per the regulations of the college.
- All visitors are expected to not create unnecessary noise and disturbances in and around the Teahouse. Please be mindful and considerate of each other while in the teahouse as the place can also be utilized for study groups and sessions.
- No littering; Individual waste produced is a personal responsibility and all visitors must take care of their own waste. Visitors are encouraged to maintain cleanliness at all times. Visitors are encouraged to not waste food and food waste must be properly disposed of in the designated trash bins.

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- Dogs and pets are not allowed inside the Teahouse and the feeding of dogs in and around the teahouse is also not allowed. This is done so as to maintain hygiene and to avoid dog related problems.
- Handle the Teahouse facilities with care and no visitor is allowed to take any items of the teahouse outside unless permitted by the IRO. In the case that an item of the teahouse is damaged or lost, the person responsible will be chargeable of payment for the recovery or repair costs.
- You are responsible for your own belongings. If a personal belonging is lost at the teahouse, the person in-charge at the time will not be responsible/accountable for the loss. However, if required, security camera footage will be made accessible in coordination with the security of the college.
- Visitors/customers are requested to be in queue when ordering and collecting food items from the counter so as to avoid crowding and for proper delivery of services.
- Visitors are to strictly adhere to the timings of the Teahouse and therefore must be ready to leave at or before the closing time. Visitors are requested to cooperate with the staff in-charge and any instructions/requests related to the teahouse and its services made by him/her must be respected and followed.
- For any inquiries or assistance, please communicate with the staff in-charge or any of the other focal people in charge. Their contact details are mentioned at the end of this document.

## 2. Teahouse Community

- All decisions/services and financial works by the staff of the Teahouse should be transparent and partiality/favoritism must not be practiced in any form and will not be tolerated by the college management.
- Financial reports and all other works done related to it should be correct, consistent, complete and accurate. Manipulation/tamper of these must be avoided and will not be tolerated by the college management.
- Clear and effective communication must be maintained between the members of the Teahouse and all necessary information should be circulated within the group effectively. Over-communication is encouraged. However, transparency of information must also be maintained wherever and whenever necessary.
- Assigned and planned tasks, activities and events must be carried out consistently.
- The staff and the office in-charge of the Teahouse should maintain a high standard of professionalism and competence when running the teahouse and carrying out all activities related to it.
- All who are involved in carrying out activities of the project must strive for excellence and for the highest standard of outcomes.
- Everyone must work as a team and must foster the spirit of teamwork. All works carried out as a team must be done so with trust and mutual respect for each other.

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- Everyone should be cooperative with each other at the Teahouse and work together to maintain the peace and harmony in the facility.
- Activities and events that are inclusive of people from different backgrounds are encouraged and will be supported.
- Everyone on campus is encouraged and invited to take part in the events and activities that are organized at the Teahouse by the facility's team.
- Both users and staff of the Teahouse should create a welcoming environment, at least within the Teahouse, that is very considerate and respectful of diversity and it should be a key principle that is constantly and consciously enforced by all.
- All who visit the facility should be treated with the principles of non-discrimination and equal treatment. There is zero-tolerance towards harassment or discrimination of any kind such as based on nationality, gender, racial or ethnic origin, religion or beliefs, disability, age or sexual orientation.
- The facilities of the Teahouse should be utilized in a sustainable manner that is mindful of the not creating unnecessary waste and of lavish spending. The staff of the teahouse should also be mindful of this and strive to utilize the resources in a resourceful manner that it lessens the risk of damage of the properties.

### 3. Teahouse usage and timing

The RTC-FRIENDS Teahouse has been established with the guiding principles of promoting and nurturing an inclusive and a multicultural environment on campus. It is a social hub that is open for everyone on campus and can be used for activities such as meetings, hangouts, movie nights, study sessions and other “decent” activities that encourage intercultural interactions. Unless the facility is booked for events, anyone is allowed to visit the teahouse and utilize its resources in line with this code of conduct. The Teahouse will be open from **4:00pm till 1:00am throughout the week.**

#### Booking of the Teahouse

- Booking of the Teahouse can be done through the team of students in-charge of the facility (**Their contact details are mentioned at the end of this document**).
- The Teahouse can be booked for activities such as; **group works/hang outs, study groups, club activities, movie screening, birthday celebrations and other activities of similar nature.**
- Once booked, the Teahouse will be used solely by the reservee for the requested length of time. However, **official and college organized events will take precedence over all other bookings.**
- Booking of the Teahouse does not reserve the users the right to conduct **unlawful, uncultured and illegal activities in and around its premises.** If caught doing so, the booking will be immediately cancelled, the case reported to the Student Services

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Department and the person/group will be restricted from utilizing the Teahouse and its facilities in the future.

## 4. Facilities and Resources available

- The Teahouse provides resources such as printing (minimal fee chargeable), wifi accessibility, a wide screened smart TV, computers, projectors, dining space and a lounge area as well.
- The Teahouse also has tea items and snacks for purchase with take away options.
- Aside from the mentioned resources the main facility of the Teahouse is the space for hosting cross-cultural activities and thus activities that are multicultural/cultural in nature are highly encouraged and given precedence.

## 5. Essential contact people

### Teahouse Student Team

Chimi Wangchuk: 104536Chi@rtc.bt /77260901

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### RTC-FRIENDS Team

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