H o u s e   r u l e s

The services of the Agentur für Arbeit Sachsen-Anhalt Süd Employment Agency are used by many people. We therefore ask you to observe a few rules when visiting our building:

1. Please behave as calmly and considerately as you would expect from other visitors.

2. We try to keep the waiting time short. Please stick to the given time schedule/sequence and be patient if it takes a little longer.

3. We ask you not to extend your visits to the office building beyond the time necessary for the completion of your request. It is mandatory that you comply with the applicable hygiene regulations.

4. Please take care of your wardrobe and other private belongings. No liability can be accepted for lost or damaged items.

5. If you have found or forgotten objects in the rooms or on the premises of the Agentur für Arbeit Sachsen-Anhalt Süd, please inform the staff of the office, they will help you.

6. Photography, interviews, film and sound recordings as well as the display of posters and the display of information in the office building are only permitted with the prior permission of the management.

7. The sale, distribution of goods and printed matter as well as collections of any kind are not permitted within the office building or on the premises.

8. Please do not bring animals into the service building (except guide dogs).

9. Smoking and the consumption of e-cigarettes, alcoholic beverages and addictive substances are not permitted in the office building. The employees of the Agentur für Arbeit Sachsen-Anhalt Süd Employment Agency are not obliged to serve customers who are under the influence of alcohol or drugs and may expel them from the premises.

10. The agency is a nonviolent place. We do not tolerate violence on our premises. The bearing of weapons and objects that may be used as weapons is not permitted.

11. In case of danger/alarm, the instructions oft the security staff (security service, fire department, police, ambulance service) and the staff must be followed.

Thank you very much for your understanding!