The services provided by the Jobcenter Bremen are used by large numbers of people. We therefore ask that you observe the following rules when visiting these premises:

- Please be as **quiet** and **considerate** as you would expect other visitors, and employees working in the building, to be.

- The Jobcenter Bremen is a **violence-free zone**. We will not tolerate violence of any kind in the workplace, including physical or mental abuse, threats, insults, sexual abuse, stalking, bullying, the use or carrying of weapons or weapon-like objects and damage to property. **Anyone who uses violence will be prosecuted!**

- We strive to achieve **shorter waiting-times**. However, different issues require varying amounts of time to process. Please observe allotted time slots/queuing arrangements and be **patient** if things take a bit longer than expected.

- Keep a close eye on **coats and bags** and any other **personal belongings**. We are unable to **accept responsibility** for lost or damaged items. If you find or lose an item anywhere in the building, please inform a member of the Jobcenter staff and they will be happy to help you.

- **Photography, interviews, film and sound recordings, the display of posters or information of any kind** in the Jobcenter is only permitted with prior approval from the management.

- Visitors to the Jobcenter are not permitted to **sell** or **distribute** goods, printed materials or collections of any kind.

- Please do not bring **animals** into the building (except guide dogs).

- **Smoking** and the consumption of **alcohol, drugs or other intoxicants** is strictly forbidden inside the building. Visitors who are visibly under the influence of alcohol or drugs will be asked to **leave the premises** and their case will have to be dealt with at a later date.

- In the interests of consideration and respect for others **mobile phones** should be turned off or switched to silent during all interviews.

- In case of **danger or an alarm being sounded** all instructions issued by security personnel (fire brigade, police, rescue services, staff members) must be followed.

Failure to comply with these rules may result in you being banned from the building. We reserve the right, where it is deemed necessary, to inform security staff or the police.

Thank you for your understanding!
The Management