



Good Practices handbook

What is this handbook for?

This handbook contains recommendations for Students and Hosts of REDE ¼ to enhance their commitment and ability to live in a community, thereby contributing to the success of the REDE 1/4 experience. In cases of cohabitation, the handbook aims to promote enriching relationships and mutually beneficial life experiences for participants. To achieve this, both parties must respect each other's culture, lifestyle, and privacy, with common sense being particularly important in intergenerational and intercultural relationships.

Trust, respect, impartiality, inclusion, and tolerance are core values of REDE ¼, and we encourage everyone involved to collaborate in upholding these principles.

The REDE ¼ Team

In addition to its project management and coordination functions, the REDE ¼ Team:

1. Provides clarifications about how REDE ¼ operates and ensures that participants understand the Terms and Conditions, the Contract, and this handbook.
2. Supports all participants from the moment they join the REDE 1/4.
3. In cases of cohabitation, co-creates a safe, stable, and friendly environment with the cohabitants. Specifically, it encourages open and constructive dialogue between the Student and the Host, preventing conflicts and mediating any disputes that may arise.

Expectations for Students and Hosts

Both the **Student and the Host are expected to:**

1. Familiarize themselves with and comply with the Terms and Conditions of REDE ¼, the Contract signed between them, and this handbook, seeking support from the REDE ¼ Team if necessary.
2. Facilitate monitoring and follow-ups by the REDE ¼ Team.
3. Report any emergency situations they witness.
4. Share their Emergency Contacts with the person they share a home with, who should keep them readily available.
5. Provide relevant medical information (e.g., allergies, epilepsy, asthma, disabilities) to their cohabitant, the Host Manager (if applicable), and the REDE ¼ Team. This information will be treated confidentially.
6. Act with integrity and treat others with respect.
7. Promote an atmosphere of comfort, harmony, and companionship with their cohabitants.
8. In cohabitation settings, respect each other's privacy, customs, and personal spaces, refraining from using others' belongings without permission.
9. In cohabitation settings, fulfill their agreed-upon responsibilities in a spirit of solidarity.
10. Maintain cleanliness and hygiene standards for shared living.

11. Not interfere with the mail of their cohabitant.
12. Cover reasonable costs for repairing any damages they are responsible for concerning the other person's personal belongings.
13. Immediately inform the REDE ¼ Team of any situation that compromises their participation in the Rede 1/4 or their ability to cohabit (if applicable).
14. Seek support from the REDE ¼ Team when conflicts arise that they cannot resolve on their own, preventing issues from escalating into irreconcilable disputes.

Additional Expectations for Students

The **Student** is also expected to:

1. Keep their belongings organized in shared spaces.
2. Turn off lights when not in use.
3. Use water, electricity, and gas (if applicable) responsibly.
4. Air out their room daily (for 5 to 20 minutes).
5. Use facilities and equipment responsibly, refraining from using what does not belong to them without prior permission.
6. Cover reasonable costs for any damages they cause to the property, personal belongings, or common areas of the building.
7. Pay for any additional cleaning costs incurred due to poor maintenance of their room or common areas.
8. Avoid making disruptive noise that disturbs cohabitants.

9. Not smoke or consume alcohol or psychoactive substances in the home without the Host's prior consent.
10. Not rearrange furniture or dispose of perishables and objects belonging to the Host without their permission.
11. Inform the Host about expected arrival times if there is a change in routine and notify them if staying overnight elsewhere.
12. Provide the Host with their academic calendar and inform them in advance of any planned absences.
13. Request prior permission from the Host and/or cohabitants before inviting family or friends.
14. Not allow overnight stays for family or friends without the explicit permission of the Host and cohabitants.
15. Take responsibility for the actions of any guests they invite or give access to their room, home, or shared areas.
16. Maintain their tax domicile from before joining REDE ¼.
17. At the end of the contract, leave the room, home, and shared areas in the same condition as they were found

Additional Expectations for Hosts

The **Host** is also expected to:

1. Respect and take care of their home in a cohabitation setting.
2. Inform the Student in case of absence and allow them to stay in the home during that time.

3. Allow the Student to receive visitors, within reasonable limits and with prior notice.
4. Ensure the adequate and safe supply of water, electricity, and gas (if applicable) for the household.
5. Maintain the property and take responsibility for necessary repairs and maintenance.

Cohabitation with Agreed Support

In cases where the **Student cohabits with a Host who requires assistance**, both parties should consider the following:

1. The type of support, its frequency, and schedule (if necessary) should be agreed upon in advance.
2. While support arrangements can be adjusted as needs change, no assistance should be demanded beyond what was initially agreed upon.
3. If overnight stays are a required condition for the Host, this should be agreed upon in advance, and the Host cannot penalize the Student for being absent due to personal reasons such as vacations.
4. There are limits to what each party can expect from the other. If the Host is an elderly person or has limited mobility:
 - The Host should inform their family and close friends about their participation in REDE ¼ and designate a Reference Person (a trusted family member or friend) who is aware of their circumstances and available to assist if needed.
 - The Student is not a caregiver. For safety reasons, they should not provide personal care, including hygiene, dressing, or medication administration. If these needs arise, the Student must immediately notify the REDE ¼ Team, which will work with the Reference Person,

Host Manager, family, social network and partners to find the best solution.

Host Manager

1. The Host Manager supports individuals who are digitally excluded or otherwise unable to register, use the Digital Platform, and complete the necessary steps to join REDE ¼.
2. The Host Manager acts on behalf of the Host after receiving explicit authorization.
3. The Host Manager can be a family member, friend, or social worker from a partner organization, with it being clear on the Platform that the Host is represented by a third party.
4. The Host Manager's responsibilities include:
 - Acting in good faith in the best interest of the Host.
 - Recruiting new Hosts and Rooms for REDE ¼.
 - Assisting the Host with registration and listing their room(s) on the Digital Platform, ensuring proper conditions and taking photographs.
 - Requesting support for the Host when needed.
 - Responding to messages on the platform on behalf of the Host.
 - Scheduling and attending visits in coordination with the Host.
 - Managing the Host's listings.
 - Helping the Host find a suitable Student.

- Assisting in contract creation and submission on the Platform.
- Providing guidance for successful cohabitation.
- Completing evaluations based on the Host's input.
- Assisting with rental registration and ensuring monthly rent receipts are issued.
- Encouraging parties to contact the REDE ¼ Team if conflicts arise.
- Supporting contract termination if the Host requests it.
- Canceling the Host's registration and removing their listings from REDE ¼ when requested.