



## Code of Conduct

The core values of the international Alliance Française network are respect and common benefit. As such, at the Alliance Française de Leeds, we expect tolerance, understanding and courtesy of our staff, volunteers, visitors and clients, and cannot accept any abusive or violent behaviour.

We seek at all times to maintain a friendly, pleasant and safe learning and working environment. This environment means that abusive and violent incidents are very rare, but where a behavioural issue does occur, our students, clients, visitors and staff have a right to expect that it will be handled promptly and appropriately, and as such we reserve the right to refuse admission, to ask a client/student/visitor to leave the premises and/or to expel a student or revoke membership without refund in the event of serious or repeated non-respect of this Code of Conduct. A system of warnings is in place; steps taken in the case of infringement of this code may include:

- Verbal warning from a teacher or another member of staff
- Verbal warning from the Managing Director
- Written warning from the Managing Director
- Student expelled / membership withdrawn / client or visitor refused admission or asked to leave the premises

Violations of this Code of Conduct by staff will be handled in accordance within the terms of our Staff Handbook and their contract of employment.

The following are the basic rules that apply to all staff, volunteers, visitors and clients:

1. Anti-social behaviour (such as being rude, aggressive, bullying, sexually suggestive or disruptive) will not be tolerated. This includes such behaviour when communicating with other members of the Alliance Française de Leeds community off the premises at social events, on the Student Portal and via Social Media.
2. In line with the Alliance Française values of respect and common benefit, you must not discriminate against anyone because of their nationality, race, religion, gender, sexual orientation, age, disability, political beliefs, marital status or parental status.
3. The teacher reserves the right to ask a student to leave the class if they display any behaviour that is threatening to anyone present or negatively affects the atmosphere of the class. In such case, the student will automatically be referred to



- a member of the Management team of the Alliance Française de Leeds and will need to attend a meeting before returning to the next class of the session.
4. If you are invited to a meeting with a member of the Management team of the Alliance Française de Leeds due to a perceived or suspected contravention of the Code of Conduct, you must attend this meeting before you return to your next class. Meeting times will be arranged in good faith and scheduled to fit your timetable insofar as is possible.
  5. You must not act in a way which causes injury or a risk of injury to any person or damage to the Alliance Française de Leeds premises or equipment.
  6. You must not interfere with the safety equipment, fire-fighting equipment and alarm systems and you must respect the safety and evacuation procedures.
  7. You must not smoke in any part of the Alliance Française de Leeds premises.
  8. Unless expressly authorised by a member of staff, the consumption of alcohol is prohibited on the premises. The use of drugs on the premises is prohibited under all circumstances. We reserve the right to ask to leave any person who visits the premises or attends class under the influence of alcohol or drugs.

Last updated July 2022