



Alliance Française

Manchester

Code of Conduct

The core values of the international Alliance Française network are respect and common benefit. As such, at the Alliance Française de Manchester, we expect and seek to maintain tolerance, understanding and courtesy, and cannot accept any abusive or violent behaviour.

We seek at all times to maintain a 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 library and cultural centre 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 Course Director or the Managing Director
- ➔ Written warning from the Course Director or 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- ➔ Student expelled / membership withdrawn / client or visitor refused admission or asked to leave the premises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 with the terms of our Staff Handbook.

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

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 Manchester 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 Manchester, 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 Manchester 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. Any person expelled or whose membership has been withdrawn shall have the right of appeal BUT the notice of appeal:

a) shall be in writing and shall be delivered by either recorded delivery post or electronic mail and in either case addressed to the Managing Director at the Alliance Française de Manchester within seven days of the expulsion or withdrawal of membership;

b) shall set out the grounds on which the appeal is based.

The notice and grounds will be considered by two members of the Board within seven days of receipt and their decision notified within seven days thereafter. Such decision shall be final.

6. 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 Manchester premises or equipment.

7. You must not interfere with the safety equipment, fire-fighting equipment and alarm systems and you must respect the safety and evacuation procedures.

8. You must not smoke in any part of the Alliance Française de Manchester premises.

9. 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.