



Internal rules

Alliance Française de Bruxelles-Europe
Centre Européen de Langue Française
Avenue des Arts 46
1000 Bruxelles, Belgique

FOREWORD

This reminder of the code of conduct is provided in the context of the public interest mission of the Alliance Française Bruxelles-Europe (AFBE), a secular institution that is independent of any political, economic, religious or ideological influence, and strives in its activities towards the objectivity of knowledge, while respecting the diversity of opinions.

Article 1 | Scope

This code of conduct concerns:

- all learners at the AFBE;
- all staff at the AFBE;
- all service providers appointed by the AFBE
- and more generally, any natural or legal entity present within the AFBE, for any reason whatsoever (e.g.: staff from external or guest organisations, service providers, visitors, guests, volunteers, etc.).

Article 2 | Hierarchy of internal rules

Persons from separate establishments or organisations within the establishment may not invoke any specific provisions that would be contrary to or inconsistent with the provisions of these internal rules.

Internal rules

CHAPTER I: GENERAL PROVISIONS

Article 3 | General behaviour

3.1. Through their acts, words or writings, persons must not behave in such a manner as to:

- adversely affect public order and the proper functioning of the establishment;
- illegally create a disturbance in the course of teaching activities (courses, exams, etc.), administrative activities, cultural activities and, in general, any authorised event;
- adversely affect the principle of secularism;
- adversely affect the health, hygiene and safety of persons and property;
- adversely affect the equipment made available within the establishment.

3.2. In general, persons must behave in accordance with commonly accepted rules of respect for others and civility, as well as the laws and regulations in force.

Article 4 | Harassment

4.1. The following offences are punishable under the terms of the Penal Code:

- harassing others by repeated acts with the aim or effect of causing a deterioration of working conditions which may infringe upon their rights and dignity, adversely affecting their physical or mental health or jeopardising their future career;
- harassing others in order to obtain sexual favours;
- harassing others in order to obtain material benefits.

4.2. Harassment may result in a disciplinary sanction independent of the implementation of criminal prosecution.

Article 5 | Use of means of communication

Without prejudice to the specific regulations for examinations, the audible use of mobile phones and all means of communication and transmission is forbidden during lessons and within the Resource Centre.

Article 6 | Plagiarism - Fraud

6.1. In accordance with the Intellectual Property Code, any full or partial representation or reproduction of a work of authorship without the author's consent is illegal.

6.2. Fraud or plagiarism may result in a disciplinary sanction independent of the implementation of civil proceedings or criminal prosecution.

Article 7 | Personal effects and property

The AFBE cannot be held responsible for any loss or damage to personal property, which is always deemed to remain in the custody of its owner or holder.

Article 8 | Computer files on staff and learners

8.1. Any use of the files, including registration files, must comply with the Law of 8 December 1992 on the protection of privacy with respect to personal data processing as amended by the Law of 11 December 1998, and the provisions of the Law of 13 June 2005 on electronic communications, as well as the law of 15 December 2013 concerning rights in the electronic economy.

Furthermore, the learner has a right to access and correct data concerning them.

8.2. The learners acknowledge that they freely and specifically give their informed consent for the AFBE to use their e-mail address for the purposes of advertising or sending internal newsletters on topics such as culture, the Resource Centre or certifications (non-exhaustive list). They may, however, refuse such use by sending a letter and/or e-mail to the AFBE, explicitly refusing such use.

They irrevocably accept that the AFBE may send them all manner of practical information (non-exhaustive list: premises, schedule change, change of teachers, etc.).

8.3. The private addresses of AFBE staff and learners may not be disclosed by the AFBE's services to learners, staff or third parties without prior consent.

CHAPITRE II : COMPLIANCE WITH HEALTH AND SAFETY RULES

Article 9 | Alcohol and drugs

It is forbidden to enter or remain in the establishment while inebriated or under the influence of drugs.

The consumption of alcoholic beverages is prohibited except in exceptional circumstances and with the agreement of management, within reasonable limits.

Article 10 | Prohibition of smoking

According to the law of 22 December 2009 establishing a general regulation on the prohibition of smoking in enclosed places accessible to the public and the protection of workers against tobacco smoke (M.B. 29/12/2009), smoking is prohibited in places allocated for collective use. The use of tobacco is only possible outside the buildings.

Article 11 | Compliance with safety instructions

11.1. Regardless of their location within the establishment, all persons must be aware of and comply with:

- the general safety instructions, including evacuation instructions in case of fire;
- the special safety instructions, especially those relating to the holding or handling of hazardous substances.

11.2. Where applicable, persons should refer to the documents displayed or distributed within the AFBE.

Article 12 | Introduction of substances or materials

Unless expressly authorised to do so by the relevant authorities, it is forbidden to bring or transport around the association's premises any substance, material or instrument that is hazardous, unlawful, harmful to health or contrary to safety or public order requirements.

CHAPITRE III : PROVISIONS REGARDING THE PREMISES

Article 13 | Maintaining order on the premises

13.1. The director of the AFBE, or their representative, is responsible for order and security within the enclosures and premises allocated primarily to the establishment and for which it is responsible.

13.2. The director or their representative is empowered to temporarily take any measure to ensure the maintenance of order. The acts that have led to the adoption of such a measure may incur disciplinary proceedings.

Article 14 | Access to teaching spaces and administrative areas

14.1. Access to the various spaces and premises of the AFBE is strictly reserved for learners, teachers, staff of the establishment and any duly authorised persons. Animals are strictly prohibited.

14.2. Access and presence may be restricted, for safety reasons in particular, and may be conditional upon presentation of the student or staff card and/or opening of bags or car boots.

14.3. Staff from external companies must carry identification from their organisation or company (including wearing a badge).

Article 15 | Traffic and parking

15.1. Only duly authorised establishment staff and persons may drive or park vehicles in the AFBE car parks.

15.2. No means of transport (motorised or otherwise) shall be allowed inside the premises.

15.3. Parking is subject to the prior issuance of a permit, under specific conditions. Users may for instance be granted such a permit if they hold a civilian's or veteran's severe disability card.

15.4. Parking is prohibited outside of designated parking areas, on walkways or in evacuation areas (stairs, emergency exits, etc.). Access roads for firefighters or emergency vehicles must be kept clear at all times, failing which any vehicles shall be removed at the offender's expense.

Article 16 | Use of the premises

16.1. The premises must be used as allocated, in accordance with their intended purpose and the educational mission assigned to the AFBE.

16.2. All construction work, use of heavy equipment or changes to the premises (including changes to access or locks) must be approved beforehand by the AFBE's director or their authorised representative.

Article 17 | Learner identifications

17.1. The student card, a nominative and personal document, must allow the rapid and unambiguous identification of registered learners.

17.2. The card gives access to the enclosures and premises of the AFBE. It must be shown to the AFBE authorities or agents appointed by them whenever they require it. Any refusal to show the card shall incur disciplinary proceedings against the learner.

17.3. All loaning, exchanging, falsification or attempted falsification of the card is prohibited and is punishable by criminal and disciplinary sanctions.

Article 18 | Sanctions for breach of this code of conduct

In the event of non-compliance with any of these rules, sanctions may take the form of a warning or expulsion, temporarily or permanently, without reimbursement of expenses incurred. Any decision made in this regard shall be the subject of a notification, stating the reasons for the decision and sent by registered post or any other means of communication – including electronic methods – that enable proof of sending to be provided.

A handwritten signature in black ink, appearing to read 'Saliha Lefevre', written in a cursive style.

Saliha Lefevre

Director of the Alliance Française Bruxelles-Europe

af

www.alliancefr.be

