

## The Alliance Française Glasgow's Code of Conduct

**The core values of the international Alliance Française network are respect and common benefit. As such, at the Alliance Française Glasgow, 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 Managing Director or a member of our Board of Trustees;
- Written warning from the Managing Director or a member of our Board of Trustees;
- Student expelled / membership withdrawn / client or visitor refused admission or asked to leave the premises.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 stated in our Staff Handbook.**

**The following are the basic rules which 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 Glasgow's* community off the premises at social events, on *Apolearn/Hanaf* and via Social Media.
2. In line with the *Alliance Française Glasgow's* 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.

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3. The teacher reserves the right to ask a student to leave the class or online lesson 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 Glasgow*, and will need to attend a meeting before returning to their next lesson should there be one scheduled. This does not affect our general [Terms & Conditions](#).

4. If you are invited to a meeting with a member of the Management team of the *Alliance Française Glasgow* due to a perceived or suspected contravention of the Code of Conduct, you must attend this meeting before you return to your next class/lesson. A meeting time 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 has the right of appeal but:

- a) the notice of appeal must be in writing and be delivered by either recorded delivery post or electronic mail; in either case, it must be addressed to the Managing Director at the *Alliance Française Glasgow* within seven days of the expulsion or withdrawal of membership;
- b) the notice of appeal must set out the grounds on which the appeal is based.

The notice and grounds will be considered by two members of the Board of Trustees within seven days of receipt and their decision notified within seven days thereafter. Their decision will 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 Glasgow's* 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 Glasgow's* 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 any person who visits the premises or attends class to leave if they are under the influence of alcohol or drugs.