



Internal Rules

Alliance Française de Bruxelles-Europe
European Center for French Language

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PREAMBLE

This reminder of the rules of good conduct is part of the public interest mission of the Alliance Française de Bruxelles-Europe (AFBE), a secular institution independent of any political, economic, religious, or ideological influence, whose activities aim to promote objective knowledge while respecting diversity of opinion.

Article 1 | Scope

These rules of conduct apply to:

- all AFBE learners;
- all AFBE staff;
- all service providers employed by the AFBE
- and, in general, any natural or legal person present, in any capacity whatsoever, within the AFBE (e.g., staff of external or hosted organizations, service providers, visitors, guests, volunteers, etc.).

Article 2 | Hierarchy of internal regulations

Persons belonging to establishments or organizations that are separate from the establishment may not invoke their own provisions that are contrary to or incompatible with the provisions of these internal regulations.

Internal principles

CHAPTER I: GENERAL PROVISIONS

Article 3 | General Conduct

3.1. The behavior of individuals, whether through their actions, words, or writings, must not be of a nature that:

- undermine public order and the proper functioning of the institution;
- create disruption in the conduct of teaching activities (classes, exams, etc.), administrative activities, cultural activities, and, in general, any authorized event;
- undermine the principle of secularism;
- undermine the health, hygiene, and safety of people and property;
- damage the equipment made available within the institution.

3.2. In general, people's behavior must comply with commonly accepted rules of respect for others and civility, as well as with the laws and regulations in force.

Article 4 | Harassment

4.1. The following are punishable offenses under the conditions provided for in the Penal Code:

- the act of harassing others through repeated actions intended to or resulting in a deterioration of working conditions that may undermine their rights and dignity, alter their physical or mental health, or compromise their professional future;
- the act of harassing others with the aim of obtaining sexual favors;
- the act of harassing others for the purpose of obtaining material benefits.

4.2. Harassment may give rise to disciplinary action independent of criminal prosecution.

Article 5 | Use of communication devices

Without prejudice to specific exam regulations, the audible use of cell phones and all means of communication and transmission is prohibited during classes and within the resource center.

Article 6 | Plagiarism - Counterfeiting

6.1. In accordance with intellectual property law, any representation or reproduction, in whole or in part, of a work of the mind without the consent of its author is illegal.

6.2. Counterfeiting or plagiarism may result in disciplinary action, regardless of whether civil or criminal proceedings are brought.

Article 7 | Personal effects and objects

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

Article 8 | Personnel and learner files

8.1. The use of files, in particular registration files, is carried out in accordance with the law of December 8, 1992, on the protection of privacy with regard to the processing of personal data, amended by the law of December 11, 1998, and in accordance with the provisions of the law of June 13, 2005, on electronic communications, as well as the law of December 15, 2013, on electronic economy law.

Furthermore, learners have the right to access and rectify data concerning them.

8.2. Learners freely, specifically, and knowingly agree to the AFBE using their email address for advertising purposes or to send internal newsletters on topics such as culture, the Resource Center, or certifications (non-exhaustive list). However, they may refuse this use by sending a letter and/or email to the AFBE explicitly refusing such use.

They irrevocably agree that the AFBE may send them all practical information (non-exhaustive list: premises, schedule changes, teacher changes, etc.).

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

CHAPTER II: COMPLIANCE WITH HEALTH AND SAFETY RULES

Article 9 | Alcohol and drugs

It is forbidden to enter or remain on the premises while intoxicated or under the influence of drugs.

The consumption of alcoholic beverages is prohibited except in exceptional circumstances and with the management's consent within reasonable limits.

Article 10 | No smoking

In accordance with the law of December 22, 2009, establishing general regulations on the prohibition of smoking in enclosed spaces accessible to the public and the protection of workers from tobacco smoke (M.B. 12/29/2009), smoking is prohibited in places intended for collective use. Smoking is only permitted outside buildings.

Article 11 | Compliance with safety instructions

11.1. Regardless of where they are within the establishment, all persons must be familiar with and comply with:

- the general safety instructions, in particular the evacuation instructions in the event of a fire;
- specific safety instructions, in particular those relating to the storage or handling of hazardous products.

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

Article 12 | Introduction of substances or materials

Subject to express authorization from the competent authorities, it is prohibited to bring or transport onto the association's premises any substance, material, or instrument that is dangerous, illegal, harmful to health, or contrary to health and safety requirements or public order.

CHAPTER III: PROVISIONS CONCERNING THE PREMISES

Article 13 | Maintaining order on the premises

13.1. The director of the AFBE, or his representative, is responsible for order and security in the grounds and premises primarily assigned to the establishment under his charge.

13.2. The director, or his representative, is authorized to take any temporary measures necessary to ensure that order is maintained. The events that led to such a measure being taken may give rise to disciplinary proceedings.

Article 14 | Access to teaching and administrative areas

14.1. Access to the various areas and premises of the AFBE is strictly reserved for students, teachers, staff of the institution, and any duly authorized persons, and is strictly prohibited to animals.

14.2. Access and presence may be restricted for reasons related to security, among other things, and may be conditional upon presentation of a student or professional ID card and/or the opening of bags or vehicle trunks.

14.3. Staff from outside companies must carry identification from the organization or company they work for (in particular by wearing a badge).

Article 15 | Traffic and parking

15.1. Vehicle traffic and parking in AFBE car parks are restricted to staff of the establishment and duly authorized persons.

15.2. No means of transport (motorized or otherwise) will be allowed inside the premises.

15.3. Parking is subject to the prior issuance of a permit, the conditions of which are regulated. Users may be granted such a permit, in particular if they hold a civil or war disability card.

15.4. Parking outside the designated areas and on walkways or evacuation routes (stairs, emergency exits, etc.) is prohibited. Access routes for fire engines and emergency vehicles must be kept clear at all times, otherwise the offender will be liable for the cost of moving the vehicle.

Article 16 | Use of premises

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

16.2. Any fitting out, heavy equipment or modification of the premises (including changes to access or locks) must be submitted for prior approval by the director of the AFBE or his authorized representative.

Article 17 | Identification of learners

17.1. The student card, a personal document issued in the student's name, must enable
the quick and unambiguous identification of enrolled students.

17.2. Any lending, exchange, falsification, or attempted falsification of the card are prohibited and are subject to criminal and disciplinary penalties.

17.3. A personal and confidential digital access code, which opens the entrance doors, is sent automatically to each new enrolment – it is strictly forbidden to disclose this code to a third party.

Article 18 | Penalties for violating these rules of good conduct

In the event of non-compliance with any of these rules, penalties may include a warning or temporary or permanent exclusion, without reimbursement of any costs incurred. Any decision taken by in this regard will be notified in writing by registered mail or any other means of communication—including electronic—that provides proof of delivery.

A handwritten signature in black ink, appearing to read 'Saliha Lefevre', with a stylized, cursive script.

Saliha Lefevre

Director of the Alliance Française de Bruxelles-Europe

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