



bioforce

BIOFORCE TRAINING CENTRE FOR EUROPE

SEPTEMBER 2022

INTERNAL RULES & REGULATIONS FOR TRAINEES

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SECTION 1. BIOFORCE AND ITS ORGANISATION

ARTICLE 1. BIOFORCE

Bioforce is a humanitarian organisation that works in the preparation and response to crises relating to conflict, natural catastrophe, and epidemic. We provide solutions to enable vulnerable populations to have access to efficient and high-quality aid through training, accompanying and structuring of humanitarian actors.

Among its activities, Bioforce has two training centers, the Bioforce Europe Training Center (CFBE) and the Bioforce Africa Training Center (CFBA).

The 2 training centers have specific internal study regulations to organize their operations.

In order to prevent unethical and illegal practices within our organisation, a Code of Conduct is attached to these rules and regulations. This document formalises some actions, ethical guidelines and minimum standards that our organization abides by. Each person who agrees with the internal rules and regulations also undertakes to apply the principles of the Code of Conduct.

It is usually customary to refer:

- to the organisation itself, by the term 'Bioforce'
- to the vocational diploma training courses, by the term 'Bioforce'
- to the training courses covered by the Rectorat [French local education authority] under the status of Etablissement d'Enseignement Technique Privé Hors Contrat [Private educational establishment that does not receive state funding], by the term 'Bioforce School'.

In what follows, the term 'learner' will apply without distinction to trainees enrolled at Bioforce and students during their training period at Bioforce.

ARTICLE 2. EDUCATIONAL ORGANISATION OF BIOFORCE

The programmes are grouped by training sector:

- Vocational Training (VT) diploma courses,
- Introductory professional training courses (School).

All the training programme activities are placed under the responsibility of the Head of Bioforce Europe Training Centre.

Learners will be supervised by the following people or bodies:

- The trainer,
- The training programme coordinator,
- Head of Bioforce Training Centre for Europe,
- The Director of Operations,
- The Director of Learning & Development, who is also the director of the Etablissement d'Enseignement Technique Privé Hors Contrat,
- The Managing Director
- The evaluation commission (of each training programme),
- The diploma awarding board,
- The disciplinary board,
- The board of appeals (for specific cases),



Each learner may meet with the training programme coordinator, on request, and with the upper management levels after discussion with the training programme coordinator.

ARTICLE 3. TRAINING QUALIFICATIONS ISSUED BY BIOFORCE

- Logisticien de l'Action Humanitaire (LAH) - Humanitarian Logistician: a Level 5* qualification (currently being renewed)
- Responsable Logistique de l'Action Humanitaire (RLAH) - International Humanitarian Logistics Manager : Level 6*
- Responsable Ressources Humaines et Finances (RRHF) - Human Resources and Finance Manager: Level 6*
- Responsable Projet Eau Hygiène Assainissement (RPEHA) - Water, Hygiene and Sanitation Project Manager: Level 6*
- Coordinateur de Programme Humanitaire (CPH) - Humanitarian Programme Manager: a Level 7* qualification
- Responsable de l'Environnement de Travail et de la Logistique Humanitaire (RET-LH) - Work Environment Manager and International Humanitarian Logistician: Level II*
- Master of Science in Humanitarian Programme Management (MSc in HPM)
- Humanitarian Programme Manager: Bioforce certificate

*Certifications registered at the RNCP (Registre National de Certification Professionnelle) and also accessible via the Validation des Acquis de l'Expérience (Accreditation of Prior Learning) scheme (VAE).

ARTICLE 4. THE MANAGING BODIES

In order to manage its day-to-day business and in cooperation with the training courses, Bioforce has set up reflection, decision-making and representation bodies, whose powers, members and roles, are defined below.

Les conseils de perfectionnement [The improvement board]

This board exists for each profession currently trained by Bioforce. It meets at least once a year, organised by the respective programme coordinator. Its members are representatives of employer organisations, which are Bioforce's partners, and educational Bioforce staff members and trainers.

This board is consulted about the evolution of the profession that is reflected in Bioforce profession reference framework. This framework enables Bioforce to deliver accurate and updated content in the respective training programme

Whenever necessary Bioforce Board of Directors can create working groups that contribute to the work of the improvement board.

The evaluation commission

The performance of the learners is assessed by an evaluation commission. This commission (CSEA) is preceded by a preparatory committee, which is overseen by the training programme coordinator. This preparatory committee does not have a decision-making role and is only tasked with preparing the operations of the CSEA.

The CSEA reviews the situation of learners at the end of the training period, once a year, and again at the end of the practice period (or apprenticeship or work study placement) (two meetings a year).

Chaired by the Head of Bioforce Training Centre, its membership notably include:

- The concerned training programme coordinator,
- The training programme officer,
- The year group delegate, the learner delegate for the course (for the commission taking place at the end of the training period only),
- Anyone else invited by the Head of Bioforce Training Centre.

When a vote is required, the Head of Bioforce Training Centre as chairman and the training programme coordinator can vote. In the case of a tied vote, the chairman has the deciding vote.

The role of the learner delegates is not to make any judgement on the performance of other learners. Their role is to share information with the commission that will help it make an assessment. During votes, all delegates will count as one vote.

Learners are informed of the decisions taken and assessments made by the commission through the training programme coordinator (for decisions affecting the continuation of their training) and are officially notified by an individual report sent to every learner. Statistics are provided to the Board of Directors.

In principle, no information is provided beyond that of an individual report for each learner. The decisions taken by the commission do not need to be justified outside of the commission.

The diploma awarding board

This board assesses the recommendations which the Head of Bioforce Training Centre for Europe presents to it after receiving the results of the deliberations of the evaluation commission.

The board is chaired by the Bioforce President, by delegation the Bioforce Managing Director; its membership is made up of representatives from the humanitarian sector, employers and employees.

The board's decisions may result in proposals:

- To award the certificate to learners who have fulfilled the necessary obligations,
- To fail learners who have not fulfilled the necessary obligations within the required time-limit with respect to the practice periods, work placements, training assignments and assessments.

In the latter case, the Managing Director shall send a letter to the person concerned by registered post with proof of delivery, explaining the reasons for the decision not to award the certificate.

The decisions of the board are subject to appeal through the Bioforce President. The board meets twice a year at the initiative of its chair. An exceptional meeting can also be convened.

The disciplinary board

The Board meets as and whenever necessary at the request of the training programme coordinators, notably to deal with breaches of these internal rules and regulations. The Disciplinary Board is empowered to issue the sanctions provided in Article 32.

This board is chaired by the Head of Bioforce Training Centre for Europe. Other participants include: the concerned training programme coordinator, the training programme Officer and the student delegate.



During the meeting, the person subject to the disciplinary proceedings can be assisted by a person of their choice, such as a year delegate or someone else. In this case, this person will not attend the deliberations and has no voting rights.

Those stakeholders invited to attend must do so; their views are heard, but do not sit on the board. Nevertheless, if the person concerned refuses to attend, the disciplinary board may continue the meeting, and take all the appropriate measures. In addition, if the learner deliberately fails to attend the disciplinary board meeting, even outside the training course period itself, (e.g., the month after the training course), this equates to their resignation from the training course.

The sanctions are decided by a majority vote of the above-mentioned people, including the student delegate for the training course, with the exception of the Training Course Officer who only has an advisory role. In case of a tied vote, the Managing Director has the deciding vote.

Board of appeals

The board of appeals rules exclusively on appeals lodged by learners who wish to contest the decision of the disciplinary board..

In such cases, the learner must send a letter to the chair of the board of appeals explaining why they are requesting their case to be heard.

Members of the board of appeals are:

- The Bioforce Managing Director acting as chair
- A member of the educational team,
- A learner delegate.

The Board will send the results of the deliberation in writing to the concerned learner.

The representative bodies

Association Bioréseau

Association Bioréseau (facebook.com/bioreseau & bioreseau@bioforce.org) represents the interests of learners in accordance with its own Status.

Learner delegates

Each year, an election of a delegate and a substitute delegate will be organised to represent all the learners. A delegate and substitute delegate are also elected per course/year. These delegates have a consultative role. They are responsible for relationships within the different groups of learners for that year, to improve the effectiveness of the teaching methods. The delegates meet at the initiative of the Head of Bioforce Training Centre for Europe or the training programme coordinator.

SECTION 2. OVERVIEW

ARTICLE 5. SCOPE

These internal rules and regulations apply to all learners during the training period, including the month following the end of face-to-face training programmes when other activities may be required: resits, committees, boards, etc.

Undertaking to follow a training course run by Bioforce entails accepting these internal rules and regulations, a copy of which is provided to everyone.

ARTICLE 6. PURPOSE AND IMPLEMENTATION

The purpose of these regulations is to:

- Ensure that good working conditions of mutual harmony and respect are in place to benefit all the learners, trainers and employees of Bioforce.
- Serve the interests of the learners by contributing to the image of Bioforce and in doing so, the future of the learners in their commitment to humanitarian work.

The permanent members of the administrative and teaching teams, external trainers and speakers have the duty to ensure compliance with these regulations.

Complying with these regulations is a duty for each learner; this compliance is a key element of behavioural and inter-personal skills, which are taken into consideration when awarding the training certificates.

In order to successfully pass the training course, learners must pay specific attention to both aspects: technical knowledge & capacities on one hand, and behavioural & inter-personal skills on the other. These aspects are described in the detailed assessment section in the documents 'Course outline' or WEM-IHL student guide.

ARTICLE 7. INTERSHIPS

Depending on the training programme, learners may have to do an internship related to their training programme:

- RET-LH Programme: 2nd year students are required to complete a 3.5-month humanitarian internship (national or international)
- Humanitarian Logistician Programme: Trainees must complete a mandatory internship of 6 months in a non-profit organisation in France or within the European Economic Community.
- All other vocational training programmes: Trainees can take the option of a 6-month internship within a non-profit organisation in France or within the European Economic Community.

Learners must have insurance cover for the duration of their internship and must therefore proceed administrative formalities to obtain:

- Health insurance / medical repatriation
- Worker's compensation and liability insurance
- Liability insurance

SECTION 3. RULES COVERING DAY-TO-DAY LIFE AT THE SCHOOL

ARTICLE 8. ACCESS AND CORRECT USE OF THE BUILDING (HEADQUARTERS - VENISSIEUX)

The building is open on weekdays from 8am and 7.30 pm.

Access is by a door code. This code is given to learners on their arrival; it must not be given to anyone external to Bioforce.

Learners are not permitted to enter the technical buildings and storage areas unless accompanied by a supervisor.

In addition, learners may not enter the galleries at the front of the building.

The emergency exits can only be used in the event of an emergency evacuation, especially access to the external emergency fire exits.

Owners of 2-wheel vehicles can only park in the Bioforce car park during Bioforce's opening hours (7.30am to 7.30 pm) on weekdays.

ARTICLE 9. BIOFORCE'S RECEPTION

Bioforce's reception is open during weekdays from 8.30 am to noon and 1.30 to 5.30pm.

Any important information is posted on the information panels on the ground floor. Learners must check them on a regular basis.

ARTICLE 10. MEDICAL FITNESS AND INSURANCE

All learners must provide a medical fitness certificate before starting the training course, in order to take the training course in question, as well as an insurance policy to cover their civil liability during the training period.

The management of Bioforce reserves the right to exclude a learner who has not provided these two administrative documents.

ARTICLE 11. CLOTHING AND BEHAVIOUR

Learners must abstain from any behaviour or wearing clothes which will harm the image of Bioforce. Learners are required to be properly and decently dressed during the educational activities.

Learners and Bioforce staff must behave politely and respectfully towards each other.

Learners are strictly forbidden to smoke in the Bioforce building and on the external sites during the educational activities.

Drinking alcohol or taking drugs substance are strictly forbidden, in the Bioforce building and on the external sites during the educational activities.

Eating meals in a classroom is only tolerated if the dining room is full. Afterwards, the table must be cleaned and the waste thrown in the rubbish bin located outside the building.

Any harassment will not be tolerated and will be severely punished. By harassment, we specifically mean a series of actions which when repeated, psychologically weakens the victim, regardless of whether this is done for any kind of personal gain.

No learner must suffer repeated psychological harassment which has the aim, or the result of degrading their working conditions and therefore may adversely affect their rights and their dignity, affect their physical or mental health or jeopardise their future.

No-one can be directly or indirectly punished for having suffered or refused to suffer harassment from anyone whose aim is to get any kind of personal gain, or as a result of reporting such actions.

Anyone who is aware of acts of harassment has a duty to report them to the supervisory staff and will receive any protection necessary to retain their entitlements.

Given the specific nature of Bioforce, its role in the international humanitarian aid sector and its multicultural experience, learners undertake to scrupulously comply with the spirit of the behavioural and inter-personal skills according to the details provided during the training course.

ARTICLE 12. CODE OF CONDUCT

Learners undertake to read the code of conduct of the Bioforce organization provided in the appendix.

Learners agree to report any action or behavior that contravenes the principles of the code of conduct.

ARTICLE 13. ENVIRONMENTAL PROTECTION

Bioforce learners undertake to familiarize themselves with and respect the principles set out in the charter on environmental protection adopted by Bioforce in June 2020 annexed to these regulations.

ARTICLE 14. TELEPHONE AND LAPTOP COMPUTER USE

Learners are not permitted to make external phone calls from land lines.

No mobile phones or other remote personal communication systems are permitted in class. Laptop computers are only authorised if the trainer so permits, for taking notes or for educational purposes (desk research, etc...)

Discretion is requested in the corridors, to respect the work of other learners and employees.

ARTICLE 15. USE OF THE COMMON ROOM

A common room is available for all learners at Bioforce (Room 208). Learners are responsible for keeping this room clean and tidy. Maintenance staff only clean the floors. The CFBE logistics department can provide cleaning products.

ARTICLE 16. KEEPING PREMISES TIDY

At the end of a class, learners are required to tidy up the rooms and equipment in accordance with the teaching guidelines. This also applies to the mechanics workshop.

ARTICLE 17. CENTRE DE DOCUMENTATION

The user is subject to the operating rules of Bioforce documentation centre. The staff of the centre is responsible for enforcing the regulations which can be consulted on its premises and on the Biomoodle platform. Failure to comply with these rules may result in a denial of access to the Documentation Centre and an official warning.

Preservation of the document library

Readers are responsible for the documents they consult or borrow and must take care of them. They are required to inform the library staff of degraded documents (debonded bindings, damaged covers, torn pages, etc.).

Damage and loss of documents lead to their replacement.

If a document is not returned back after 2 emails, voicemails and phone reminders, a notification will be made in the user school report.

Photocopy, Printing and binding

A multifunction copier (photocopier, scanner and printer) is available to readers. Users agree to comply with the current legislation on intellectual property and copying rights. It is requested not to photocopy more than 10% of the text of a book or report, and not more than 30% of a periodical.

Binding equipment is available to users, covers and bindings are only available for returns to be provided to Bioforce. For any personal binding, users must bring their own material.

Safety

The library is not responsible for thefts committed on its premises. It is recommended to not leave your personal belongings (laptop, handbag, mobile phone, etc.) unattended and report any disappearances to the loan office.

The safety rules and evacuation instructions must be scrupulously observed.

Peace of readers

The readers are asked:

- to adopt a respectful behavior towards other readers and staff (no noisy conversations),
- to put their mobile phone in silent mode and not to call in the reading rooms,
- not to consume food and sweetened drinks inside the documentation centre,
- to respect furniture and equipment.

Before posting any information or taking pictures, you must obtain permission from the staff.

Section 4.

SAFETY INSTRUCTIONS AND RESPONSIBILITIES

Safety instructions have been produced concerning the use of the building and its component parts (mechanics workshop, infirmary, etc.), external technical sites and the association's vehicles.

Any deliberate breach of the safety instructions will be dealt with by the disciplinary board, in addition to immediate temporary exclusion, pending the decision of the operations and development director, while awaiting the board's decision.

ARTICLE 18. EVACUATING THE BUILDING

The building evacuation instructions are posted in all the classrooms and public areas. Learners required to familiarise themselves with them when they arrive.

If an emergency situation requires the building to be evacuated, the evacuation procedure must be followed.

ARTICLE 19. ACCESS TO THE INFIRMARY

The infirmary is on the 1st floor. Learners are not permitted to enter the infirmary alone.

If necessary, the learner must go to reception, where someone will contact a 'first-aider' employee to take charge of the situation.

ARTICLE 20. INSTRUCTIONS FOR THE GARAGE AREA

The Garage area and the use of the equipment is only authorised during training hours.

Smoking (including electronic-cigarette) is strictly prohibited in the garage area.

Anyone working in the Garage area must wear their own personal protective equipment (Safety shoes and overalls)

Only people authorised by the Facilities department or by the staff supervising the educational activity are permitted to handle the equipment in the Garage area.

The tools and the educational equipment in the Workshop must not be removed from the training context. For any loan request, please refer to the safety and usage procedures specific to that piece of equipment.

During the opening and closing hours of Bioforce, all the emergency exits of the workshop must remain permanently cleared so as not hinder evacuation and to allow access by the security services.

Equipment stored in the Garage area must under no circumstances hinder access to corridors and circulation areas. In order to reduce the risks of accidents (falling objects), heavy equipment must not be stored high up.

Stored equipment which may cause hazards such as cuts, wounds must be marked in order to restrict access and provide information about the hazards.

Inflammable or explosive materials are forbidden in the workshop.

Vehicles must be parked giving at least 60 cm of clearance (front, back sides) around the vehicles and must never block access to safety equipment (e.g.: fire extinguishers, electrical box, manual starter).



It is forbidden to keep easily flammable dangerous materials, explosives inside vehicles, or to leave a vehicle's engine running for a long period.

ARTICLE 21. INSTRUCTIONS FOR USING BIOFORCE VEHICLES

Learners are allowed to drive the vehicles provided as part of the activities organised by CFBE. For rental vehicles, the terms and conditions of the vehicle hire company apply.

Learners drive vehicles under the responsibility of the trainers supervising the training activity.

Only drivers who have been given permission and the approval of the CFBE trainers may use the vehicles for trips.

To get permission to drive a vehicle, the driver must fulfil the following conditions:

- Be over the age of 21;
- Have had a valid driving licence for at least one year;

For foreign nationals, only valid international driving licenses are accepted. Drivers must carry their driving license and identity papers.

Drivers must comply with the French highway code, they will be held personally liable if they do not comply with these rules.

Drivers accept sole liability for any fine or offence resulting from a traffic offence. They must pay any fines themselves and accept any license penalty points.

Drivers are responsible for the vehicle. When not driving the vehicle, they undertake to park it in a safe place and lock the vehicle.

CFBE is not liable for the loss or damage of personal effects or items left in the vehicle.

Drivers undertake to inform Bioforce immediately of any abnormalities, damage, incident or breakdown noticed on the vehicle.

Any incident must be immediately reported to the following staff, in order of availability:

- The relevant trainer
- The logistician of the Training Centre
- The manager of the Training Centre
- Bioforce's Facilities department;
- The management of Bioforce.

If anyone is physically hurt, before doing anything else, the driver must immediately contact the emergency services (15 or 112).

A logbook is provided in each vehicle. Under the responsibility of the person supervising the educational activity, each driver must ensure that the log book is filled in.

The vehicles must not be used by drivers who have drunk alcohol (alcohol level = 0) or taken drugs. No other occupant of a vehicle may drink alcohol. Smoking is strictly prohibited in the vehicles.

No-one may sit in a trailer or in the back of a pick-up truck.

Luggage, boxes or any other item at the back of the vehicle must be strapped down.

ARTICLE 22. SPECIFIC INSTRUCTIONS FOR USING BIOFORCE TECHNICAL SITES

Fort de Feyzin

The platform and stores at Bioforce can only be accessed by the central aisle. The wooden gate delimiting the storage area at Bioforce must always be kept closed, even when working there.

These areas can under no circumstances be accessed without a Bioforce representative (member of Bioforce team or, by delegation, a trainer).

Learners may not go to any other areas in the Fort other than the area reserved for Bioforce.

Users must read the safety notices posted in the premises. Emergency evacuation instructions and emergency numbers are displayed in each room on the entrance door.

If evacuation becomes necessary, the meeting point is located on the far right-hand side of the land on leaving the building.

Smoking (including electronic-cigarette) is strictly prohibited inside the premises.

Saint Laurent de Chamousset

Users must read the safety notices posted in the premises.

An evacuation plan is posted in each building. Evacuation plans and emergency numbers are also displayed.

If evacuation becomes necessary, the meeting point is in the car park.

A pharmacy is available in each building.

After using the site:

- All the buildings used must be tidied and cleaned. Cleaning equipment is provided.
- Rubbish bins must be emptied before leaving.
- Empty the fridge and unplug it.

Specific information on settings (heating & electric hobs) are posted in the premises.

Fires are forbidden outside the barbecue area provided for this purpose (only to be used with the prior permission of the supervisor).

ARTICLE 23. THEFT DAMAGE ACCIDENTS

Bioforce accepts no liability for theft or damage which learners may suffer in the establishment or during work placements, except if this is attributable to Bioforce.

Bioforce cannot be held responsible for the disappearance or damage to personal property, which remains in the custody of its owner or holder.

Damage caused to persons and property belonging to Bioforce or to a private person is the responsibility of the perpetrators.

The people present on the Bioforce sites must respect the material goods (teaching materials, premises, furniture, ...). Any deterioration of material, furniture or building engages the responsibility of its author and can lead to disciplinary sanctions and / or financial assumption of the repairs to the damages caused.



ARTICLE 24. ACCIDENTS

Learners are covered in part of the Bioforce Association for civil liability for any incident that occurs at Bioforce and partly, by Social Security regime which they are registered with (depending on their status).

The declaration must be made to Bioforce on the same day that the accident occurs. Bioforce is responsible for supplying any necessary forms.

If an accident happens during a training course, the learner (or classmates, if the learner is unable to do so) must immediately report the accident to the trainer. Learners on the VT course must get Bioforce to declare the occupational accident to the Social Security body within 48 hours from the accident.

ARTICLE 25. INDIVIDUAL INSURANCE POLICY

Learners must take out individual insurance policies for any trips they might take in their own vehicles.

External candidates attending as full-time students, must provide Bioforce with a certificate proving that they are covered for the social security insurance, occupational accidents and travel.

Students are therefore obliged to take out a health insurance policy under the General French Social Security regime. All learners are strongly recommended to register for this regime.

Learners who are not entitled to benefit from the general Social Security Scheme, must take out a private insurance policy, until they become eligible for the Couverture Maladie Universelle (Universal Health Insurance).

On their arrival, all learners must provide a 'civil liability' insurance certificate covering any damage and injury that they might cause.

SECTION 5. ATTENDANCE, RULES FOR ABSENCES

ARTICLE 26. TIMETABLE

Learners can consult their schedule starting the beginning of their training via the Alcuin platform. Confirmation of the classrooms is available the week before the course is held.

Any changes are brought to the attention of learners either directly via the Alcuin platform or by email.

ARTICLE 27. PUNCTUALITY

Diligence in terms of attendance and punctuality (arriving on time) are mandatory. The training programme coordinator, who may also decide to count them as absence days, assesses late arrivals.

Learners who arrive late will be refused access to the classes, which will automatically be recorded as an absence for the half-day in question.

Excluding the lunch break, breaks last fifteen minutes.

Class times listed on the timetable are a minimum requirement; each trainer may decide to run over by up to half an hour (face-to-face teaching and practical work), if deemed necessary. In this case, learners may not leave the class unless authorised to do so by the trainer.

Both for educational reasons and civil liability, no learner may leave before the end of the class without prior permission.

ARTICLE 28. CHECKING ATTENDANCE

It is mandatory for educational purposes for learners to attend all classes, consequently, for administrative purposes, Bioforce checks attendance.

For these two reasons, all learners must sign the attendance sheet provide for this purposes, for each half day of training. Any forged signature, notably by substituting it for that of another learner, will result in the signatory being ordered to appear before the disciplinary board.

Some learners may be required to attend during the month after the official training period, especially in July, for any resits, attending various boards, or even appearing before the disciplinary board. Learners are required to be available on the dates which they will be sent.

ARTICLE 29. JUSTIFIED ABSENCES

Subject to submitting a corresponding administrative document, an absence may be considered justified in the following cases:

- Illness, (for the Vocational Training course, doctor's certificate authorising the person to stop work; for RET-LH students, a medical certificate).
- Marriage,
- Parental leave,
- Death of a close family member.



Excepting a force majeure event, learners must get request prior permission in writing from the training programme coordinator at least three days in advance for any absences, using the form provided by Bioforce, and including supporting documents. No verbal request shall be accepted.

An absence which falls under one of these cases, and which due to force majeure could not be requested beforehand, can potentially be excused if the learner provides the supporting documents and valid details to explain the failure to gain prior permission. The training programme coordinator will assess these details.

Whatever the reasons for being absent, learners must inform Bioforce of their position promptly, to avoid investigation, and if applicable, mitigate the consequences of such an absence.

ARTICLE 30. SICK LEAVE

If a learner falls sick, the learner must inform the Training Programme Officer by email, fax or telephone, from the first half-day of absence.

In the 48 hours after going off sick, or on the learner's return if this occurs before this deadline, the learner must provide a doctor's certificate authorising the person to stop work (for Vocational Training students) or a doctor's certificate (RET-LH students).

At the request of the head of CFBE, repeated or extended absences for medical reasons may lead to summons for expertise before a medical authority. This will issue an opinion on the learner's ability to continue their education, allowing the supervision to make the appropriate decisions. The refusal of this expertise will lead to a sovereign decision of the management.

ARTICLE 31. UNJUSTIFIED ABSENCES

Unjustified absences are taken into account when approving the behavioural and inter-personal skills of learners.

In addition to any educational consequences (including failing to pass the training course), unjustified absences are subject to the following measures:

- More than three days: first warning given verbally or by email by the training programme coordinator;
- More than 5 days: called before the head of CFBE and given a formal written or verbal warning depending on the evidence provided.
- More than 7 days: called before the disciplinary board

Any prolonged unjustified absence of more than 10 working days, which has not been accompanied by a registered letter, shall be considered to as an abandon of the course and shall be punished by exclusion declared by the Managing Director.

ARTICLE 32. FAILURE TO ATTEND EXAMS

Any unjustified or unauthorised absence for an exam or skills assessment, shall be punished with a mark of zero.

A learner who has provided justification for an absence, shall be required to resit the exam at the time of the programme department's choosing.

ARTICLE 33. EXCLUSION FROM THE COURSE

Learners may be excluded from the course, either during the course in Venissieux, after a decision of the disciplinary board, or at the end of the course in Venissieux, on a decision of the educational board.

After the decision of the disciplinary board, a learner has no later than one month to lodge an appeal as from the date the formal exclusion letter was received by post.

For learners on work placements or on apprenticeship programme while in employment, exclusion is decided by the educational monitoring and assessment committee.

SECTION 6.

DISCIPLINARY AND VARIOUS OTHER MEASURES

ARTICLE 34. BREACHES AND FAULTS

Failure to comply with these internal rules and regulations, behaviour that harms the image of Bioforce, a poor attendance record on the training course, any attempt at fraud, and also flagrant faults not mentioned in these articles, shall be punished.

Misconduct, including identity-related issues, shall be punished by the perpetrator being subject to an immediate temporary exclusion, until the Disciplinary board has made its decision.

ARTICLE 35. SANCTIONS

Learners who breach their obligations in terms of the training course, dress, or discipline, both in the training premises and on a work placement risk the following sanctions:

- First Warning
- Final warning
- Temporary exclusion awaiting the decision of the disciplinary board
- Permanent expulsion from the training course.

Sanctions are under no circumstances a sliding scale, for example, a learner may be excluded without first being given a first warning or a final warning.

Sanctions are taken into consideration in the educational committees, especially for assessing and passing the behavioural and inter-personal skills requirements for the course.

The first warning is given by the training programme coordinator, the head of CFBE and the disciplinary board. It sanctions isolated, non-recurring misconduct of moderate severity.

The final warning is given by the head of CFBE. It punishes cases of serious and deliberate misconduct.

Temporary exclusion is decided by the head of CFBE. It punishes deliberate misconduct and may or may not include another sanction (official warning, reprimand)

Permanent exclusion is decided by the disciplinary board.

ARTICLE 36. FINANCIAL CONSEQUENCES

The detailed payment terms of the training programme and any possible exemptions are specified in the training contract that the learner signs at the start of the year or in the 'Educational Costs sheet' for RET-LH students.

Regardless of whether the learner is excluded, withdraws or resigns, or is absent from the course for a long period of time, the partial or total amount of the training course, registration costs and cost participation fees cannot be refunded by Bioforce and shall remain in its possession.

ARTICLE 37. MANAGEMENT OF PERSONAL DATA

At the time of enrolment, administrative and civil information about learners are placed in an individual file. Any change and in particular changes of address must be reported to the training manager. Learners are entitled to access this data under the European Data Protection Regulation.

ARTICLE 38. DISCLOSURE

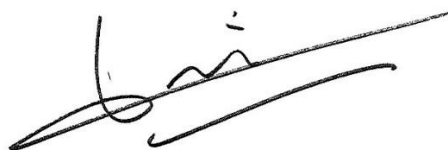
Learners undertake not to disclose any type of information internal to Bioforce, which they may gain knowledge of, in any way whatsoever. By internal information, we mean any type of information accessible to an employee which is covered by a duty of discretion with respect to the employer or for which external disclosure may result in harming the image of Bioforce.

Any confidential information shall not be used by the learner who receives it, in any way whatsoever.

Venissieux, September 1er 2022



Bertrand Quinet
Head of the
Bioforce Training Centre for Europe



Dorothée Lintner
Managing Director



bioforce

REGIONAL TRAINING CENTRE FOR EUROPE

CODE OF CONDUCT FOR TRAINEES

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PREAMBLE: BIOFORCE INSTITUTE'S VALUES AND AIMS

The Bioforce Institute is an international non-profit organisation. It is involved in preparation and response to crises resulting from conflict, natural disaster, and epidemics. Its actions sustainably strengthen the skills of those involved in crisis management, and they enable humanitarian assistance to be effective, sustainable, and up to the needs of affected vulnerable populations.

In 2012, the staff of the Bioforce Institute defined values, approved by the Board of trustees, which represent the organisation's core principles. These values are: **Commitment, Solidarity, Professionalism, Sharing, Responsibility and Innovation**. These values, linked with the mandate of the Bioforce Institute, must guide the behaviour of each of its members or any associated with the Bioforce Institute.

AIMS OF THE CODE OF CONDUCT

This document officialises a bespoke set of ethical and regulatory guidelines that help our organisation's contracted and affiliated individuals to maintain high standards of behaviour in all activities and environments associated with the Bioforce Institute.

TO WHOM THIS CODE OF CONDUCT APPLIES TO

This code applies to all Bioforce trainees, who are registered in certified courses, whatever their status (trainee, student, or apprentice), and in both Bioforce Training Centres (Vénissieux or Dakar).

This code must be signed by all concerned, and applies to all situations managed by the Bioforce Institute. It is applicable during the training period, the practice period as well as any internship or work-study programme related to a Bioforce training course.

This Code of Conduct is attached to the Rules & Regulations and must be signed by each trainee.

What to do with this code?

This code must be applied, promoted, and upheld by all Bioforce trainees regardless of them being in the training centre, field application, internship or professional assignment.

Mechanisms for handling and reporting cases of non-compliance with these rules can be found in Appendix 1.

CODE OF CONDUCT

1. Personal behaviour

As Bioforce Institute contracted and affiliated individuals, we behave with integrity in all personal conduct and treat others with consideration.

1.1 I will treat others with respect, dignity, courtesy, collegiality, honesty and fairness and with proper regard for their rights, safety and welfare.

- 1.2 I will contribute to an environment and a place of learning that is free of bullying or discrimination against colleagues, trainees and members of the public.
- 1.3 I will not display sexual behaviour, use words, gestures, or unwanted acts that offend the dignity and/ or psychological or physical integrity of my colleagues.
- 1.4 I will ensure the maintenance of a harmonious learning climate based on cordial relations.
- 1.5 I maintain in all circumstances, the boundary between the professional and the personal.
- 1.6 I will not spread rumours and false allegations against anyone and will refrain from making comments based on one's gender, sexual orientation, political orientation, religion or any other personal characteristics.

2. Fraudulent and Corrupt Behaviour

As Bioforce Institute contracted and affiliated individuals we act ethically, respect the laws of our countries of residence, activity and deployment; and specifically avoid engaging in any behaviour that may be considered fraudulent and/or corrupt.

I will not submit material that in part or in its totality is not my own work; or submit my work without properly attributing the correct sources of its content.

- 2.1 I will not engage in conduct that is dishonest and that causes actual or potential benefit or detriment to any person or entity.
- 2.2 I will not misuse my position of trainee to the advantage of others or myself.
- 2.3 I will not conduct any activity related to terrorist organisations, and will engage in any due process necessary to ensure that neither my activity nor that of the Bioforce Institute is connected directly or indirectly to a terrorist organisation.
- 2.4 I will be attentive to any questions relating to intellectual property for all documents provided.
- 2.5 I will not use notes, aids or unauthorised information during an examination.

3. Use of resources

As Bioforce trainees, we use the resources of our organisation in a responsible and accountable manner

- 3.1 In my use of Bioforce Institute resources, I always take into account that Bioforce Institute is a non-profit organisation. I will not use the Bioforce Institute resources, including my work time, for private or business gain for myself or for others.
- 3.2 I will adopt an eco-friendly behaviour in the management of Bioforce Institute resources (vehicles, water, paper, electricity, etc.).

4. Conflicts of interest

As Bioforce trainees, we ensure that our private interests and affiliations do not conflict, or appear to conflict, with our public and professional duties.

- 4.1 I verify that my personal, financial or political interests, or those of my family and associates does not conflict with, or influences, my professional obligations.
- 4.2 I properly manage any current, potential, or perceived conflict of interest.



5. Communication and information

As Bioforce trainees, we communicate ethically, only using information for authorised purposes and store information safely.

- 5.1 I will only disclose official information or documents as required by law of where proper authorisation is given.
- 5.2 I will not misuse official information or documents for personal or commercial gain for myself or others.
- 5.3 I will always ensure that, when conducting interviews with people, they are aware of the purpose of my interview or study, of where I will store the information I collected from them, of their right to withdraw from my study or project at any moment, and of who my supervisor is in case they need further information on my study or project.
- 5.4 I will make sure that all videos and photographs are taken with the proper consent and authorisation, which the individuals featured are not taken in a stereotyping, degrading or infantilising manner.
- 5.5 I will always use respectful words and people's names when speaking to them and to other persons or when I communicate to them.
- 5.6 I will take care to protect records and confidential information from technical and organisational measures to ensure a level of security appropriate to the risk I will properly record actions and decisions to ensure transparency and accuracy.

6. Prevention from sexual exploitation and abuse

As Bioforce trainees, we do not engage in sexual harassment or in the sexual exploitation and abuse of vulnerable adults and children.

- 6.1 I shall not engage in an intimate relationship with a trainer or staff member of the Bioforce Institute. If, however, I engage in such a relationship, I shall immediately disclose it to the person in charge of my training course.
- 6.2 I shall not engage in any form of sexual harassment towards my fellow trainees, in any way and in any situation, during my training period including outside of training hours.
- 6.3 During my internship or professional assignment, I shall not engage in an intimate relationship with a beneficiary. I shall never invite a beneficiary to my home, nor shall maintain a private contact without any professional reason or without the authorisation of my supervisor.
- 6.4 I will never engage in any form of sexual relations with anyone under 18 years old, regardless of the legal age, the laws or local customs in my country of residence, activity or internship.
- 6.5 I will never engage in any form of sexual relations or favours in exchange for money, gifts, a job or humanitarian aid even if the person proposes this exchange. This applies to all circumstances, whether the person is identified as a sex worker or not.
- 6.6 I will never hire a child to work, including housework or child care, in exchange for assistance, a scholarship or any other type of benefit.

7. Reporting

As Bioforce trainees, we ensure that this Code of Conduct is respected by ourselves and we shall report any suspicion of violation of this present code, this while refraining from making any false accusations.

If I am directly affected by the non-compliance with an article, as a victim I can file a complaint using the Complaint and Case Processing Procedure annexed to this Code of Conduct. If I witness a violation of this Code, I will report it using the same procedure and refrain from making false accusations.

7.1 I will always raise any concern or query concerning the present Code of Conduct using the reporting procedure set out in the appendix to this Code of Conduct.

7.2 I will immediately report any suspicions or allegations of behaviour going against the principles of the Bioforce Institute Code of Conduct, even if the allegation is vague and without having investigated it personally.

7.3 I shall refrain from making any false accusations against a colleague of any individual affiliated to Bioforce Institute of breaking the provisions of this Code of Conduct.

7.4 I will protect the whistle blower (s) while ensuring the strict confidentiality of the identity of the reported authors, data subjects and information collected by all recipients.

The elements to identify the whistle blower cannot be disclosed, except to the judicial authority, without their consent.

The elements to identify the person implicated by an alert cannot be disclosed, except to the judicial authority, before having established the basis of the nature of the alert.

This Code of Conduct was adapted for Bioforce Institute from:

Confédération européenne des ONG pour les secours et le développement, Code de Conduite en images et messages, 2006

CHS Alliance, Norme humanitaire fondamentale, 2014 (date de vérification)

Handicap International, Direction exécutive fédérale, Code de Conduite: prévention des abus et sauvegarde, janvier 2018

Loi Sapin II, 2016

Département de l'Australie occidentale, Département de l'éducation, Code de Conduite, septembre 2011



APPENDIX 1: COMPLAINT AND CASE PROCESSING PROCEDURE

To whom this code of conduct applies to

This procedure applies to all signatories of the Bioforce Institute Code of Conduct and/or to all persons involved with the Bioforce Institute either on a contractual basis or by affiliation worldwide.

In which case does this procedure apply?

This procedure applies in all cases where a hierarchical communication relationship does not work or cannot work.

This complaint procedure is used by any person directly affected by a violation of an article of the Code of Conduct and, as a victim, may file a complaint using this procedure.

It also applies to all witnesses to a violation of the Code of Conduct who report this violation using the same procedure.

Principles of process

Throughout the process of complaint and processing identified cases, the following principles will apply:

Confidentiality: The Bioforce Institute is committed to creating an environment in which complainants can submit grievances and receive appropriate assistance in a confidential manner.

Accessibility: The Bioforce Institute's complaint procedure is available to all persons affiliated with, or staff members or beneficiaries of Bioforce Institute operations.

Safety: The Bioforce Institute's complaint procedure considers potential hazards and risks for all parties, incorporates prevention against damages and injuries, provides physical protection and must deal with possible retaliation against users.

Transparency: Individuals affiliated with, or staff, or beneficiaries of Bioforce Institute operations know that the Bioforce Institute's complaint procedure exists, and how to access it.

Complaint and Case Processing Procedure

Reporting methods

Two ways are available to initiate the complaint procedure:

- Via the online form accessible directly on the website of the Bioforce Institute <https://www.bioforce.org/wp-content/uploads/2020/07/reglement-interieur-etudes-2020.pdf>. A page is dedicated to the Code of Conduct and the Complaint and Case Processing Procedure. By using this form, the filing of a report can be anonymous.
- By email to signalement@bioforce.org in the case where limited internet access does not permit to complete the online form.

In both cases, the report will be received simultaneously by the four members of the Reporting Committee for immediate management.

Management of the reporting procedure

The Reporting Committee is composed of four members from different Bioforce Institute departments and with an equality of gender. It brings together the CEO of the Bioforce Institute, the administrative and financial manager, a project coordinator and the head of the Bioforce Africa training centre.

Any person from this Committee involved in the report received will be immediately excluded from the complaint and processing procedure. He/She will not be able to participate in the Treatment Committee.

This committee is responsible for the management of the procedure, from the reception of the report to the application of the decided measures.

The Reporting Committee shall immediately commit - within 48 hours - to acknowledge receipt of the alert and to take appropriate protective measures (protection of the victim (s) and / or the whistle blower (s) after assessing the degree of urgency and sensitivity of the case reported.

The Committee undertakes to preserve the confidentiality of cases reported and treated until the end of the proceedings in connection with the principle of the presumption of innocence.

The recorded information will be stored by the Reporting Committee in accordance with the General Data Protection Regulation.

Treatment of reported cases

After ensuring that the report is well-founded, the Reporting Committee is responsible for appointing a Treatment Committee which will bring together the persons it deems competent according to the type of case to be treated.

As a first step, the Treatment Committee is responsible for evaluating the precautionary measures taken and ensuring their effectiveness.

The Treatment Committee undertakes to inform users of the various steps and measures taken in the management of the reported case.

Following the decisions made in response to the reported case, the arbitration and the actions taken will be communicated to the user in writing. The Treatment Committee is committed to quickly contacting the user to ensure that their decision is consistent with the expectations of all parties involved.



bioforce

June 2022

ENVIRONMENTAL CHARTER

Bioforce.org

I. INTRODUCTION

The Bioforce is an international non-profit organization. It is involved in preparation and response to crises resulting from conflict, natural disaster, and epidemics. Its actions sustainably strengthen the skills of those involved in crisis management and provide effective and sustainable assistance, up to the needs of affected vulnerable populations.

In 2012, the staff of Bioforce defined values, approved by the Board of trustees, which represent as core principles of humanitarian action. These values are: Commitment, Solidarity, Professionalism, Sharing, Responsibility and Innovation. These values, linked with the mandate of Bioforce, must guide the behavior of each of its members or associated with Bioforce.

As a humanitarian and development organization, Bioforce recognizes that the environment is intrinsic to sustainable development and that climate change threatens the access of beneficiaries and communities to food, water and livelihoods..

Dans cette optique et au travers de cette Charte, Bioforce commits to minimising the environmental impact of our operations and whenever possible, balancing it with necessities to fulfil our mandate.

Purpose :

This Charter aims at protecting the environment and reducing the risk of negative impacts with the aim of reaching carbon neutrality eventually. We recognise this to be a long-term commitment to updating our practices continually in light of advances in technology and environmental science.

The purpose of this charter is to:

1. Implement good practices to comply with the framework which relates to environmental safeguarding behaviours and applying to Bioforce staff as well as, when applicable, other entities referred in this charter..
2. Define the rules relating to environmental safeguarding behaviours that apply to Bioforce as an organization.
3. Inform third parties of the conduct they are entitled to expect from Bioforce staff as well as, when applicable, other entities referred to in Article 1 of this policy.

Scope of application and adherence to the Charter :

Cette charte s'applique à toutes les personnes ayant une relation contractuelle et/ou morale avec Bioforce dans le cadre de cette relation :

- Bioforce Board of trustees,
- Bioforce staff,
- Staff family members in the areas of deployment,
- External trainers, speakers,
- Trainees.

Article 4 of the Bioforce Code of Conduct mentions and reinforces the application of the principles set out in this charter.

Bioforce Board of trustees certify that they adhere to these principles by approving this charter.



Bioforce staff and external trainers and speakers certify that they adhere to these principles by signing their employment contract and/or service agreement.

Bioforce Trainees certify that they adhere to these principles by signing the internal rules and regulations.

Bioforce will review the provisions of this charter at regular intervals.

II. PRINCIPES ENVIRONNEMENTAUX

Article 1 – Protection of the Environment

Bioforce will minimise, and wherever possible, eliminate the release of any pollutant that may cause environmental damage.

Article 2 – Sustainable Use of Natural Resources

Bioforce will sustain the use of renewable natural resources and will conserve non-renewable resources through efficient use and careful planning.

Article 3 – Minimisation and Safe Disposal of Waste

Bioforce will minimise the creation of waste, and wherever economically possible reuse, repair and recycle materials and encourage others to do likewise. Bioforce will encourage the sorting of waste and its disposal via recycling processes. Bioforce will dispose of its waste in a safe and environmentally responsible manner.

Article 4 – Wise Use of Energy

Whenever possible, Bioforce will use environmentally safe and sustainable energy sources. Bioforce will reduce the amount of energy consumed by promoting energy-efficient practices, investing in energy efficient products, and using / advocating for environmentally sustainable energy sources.

Article 5 – Sustainable Procurement

Bioforce will ensure that consideration is given to purchasing environmentally sustainable products and services and develop sustainable supply chains by prioritising suppliers that have environmental standards compatible with its own. Within the terms of the domestic law, Bioforce will make provision to ensure that contractors working on Bioforce's behalf apply environmental standards equivalent to Bioforce's own. However, the humanitarian imperative is paramount: Where speed of deployment is essential in saving lives, Bioforce will purchase necessary goods and services from the most appropriate available source, and do likewise when the security and safety of its staff is at stake.

Article 6 – Environmental ethics

Bioforce will ensure that its partners apply environmental standards equivalent to those of Bioforce.

Article 7 – Responsible Travel and Transport

Bioforce as much as possible travels and will encourage the use of travel options that minimise environmental impact.

Article 8 – Compliance with Laws and Procedures

Bioforce ensures compliance with relevant international and national legislation, regulations and codes of practice on environmental matters relevant to its operations.

Article 9 – Awareness Raising and Training

Bioforce will promote environmental good practice and its environmental policy principles to all partners, suppliers, consultants, donors, contractors. Bioforce will increase staff's awareness, and provide support, on steps they should take to reduce their personal footprint and to adhere to Bioforce's environmental charter.

Article 10 – Assessment and Annual Audit

will conduct an assessment of its environmental performance, including through a carbon footprint baseline and will set specific, measureable indicators and conduct periodic monitoring to assess improvements and make adjustments to its policy and action plan where necessary.

Article 10 – Risk Reduction

Bioforce will, whenever possible, minimise the risk of environmental damage by employing safe technologies and operating procedures. Bioforce will, whenever possible conduct environmental assessments to identify and assess any adverse environmental impacts of its programming and implement measures to prevent, reduce, and mitigate any negative impacts. Bioforce will, whenever possible, develop mitigation plans on a case-by-case basis, depending on the context, type of programming, and donor requirements.

Article 11 - Disclosure

Bioforce will disclose to its employees and to the public, incidents relating to its operations that cause environmental harm and measures Bioforce took to address their consequences. ACTED will act promptly and responsibly to correct incidents or conditions that endanger health, safety, or the environment.