



Protocols for Managing Violations of Behavior Codes and Complaints

This is an internal guide designed to provide guidance on how to manage violations of behavior codes and complaints from students or other members of the community.

Academic and Community Standards Disruption:

In the event of a violation of academic or community standards, encompassing activities such as cheating, academic dishonesty, disorder, lack of respect toward property, other individuals, or the academic institution, the responsible unit is the Program Direction. They are tasked with handling the case and adhering to the protocols outlined in our Code of Conduct.

Diversity Suggestions, Discrimination, or Harassment:

In the case of discrimination and harassment by one member of the community towards another, the complaint should be directed to the **Diversity Line**. The Diversity Officer will handle the case, following the protocols outlined in the **IE Non-Discrimination and Anti-Harassment Policy and Procedures**. In the case of Diversity Suggestions, all demands should be submitted to the Student Advisory Board, which will handle the cases in collaboration with the Ethics and Diversity Committee (EDC)."

EMERGENCY PROTOCOL



Medical Urgency

Call the infirmary. You have a telephone in all classrooms. **Dial 1**

This protocol applies to urgent situations, which include:

- Physical aggression
- Sexual aggression
- Psychotic break
- Serious accident
- Death

Any other situations that fall out of ordinary attention.



1

Any person (students, faculty and staff members) witnessing an urgency situation will immediately report it to the Security Services.

Dial number 4

2

The Security Services will take all the appropriate measures to guarantee the general security of the community, including:

- Assistance to the victim.
- Immobilization, isolation or detention of the person involved.

4

The Medical Services and/or the Counseling Department will take the appropriate decision within the scope of their competences (hospitalization, treatment, etc).

3

The Security Services will contact:

- The Medical Services and/or the Counseling Department depending on the nature of the situation.
- If the identification of the person affected is possible, the program office or the department the person belongs to.
- The Police if the situation requires its intervention.

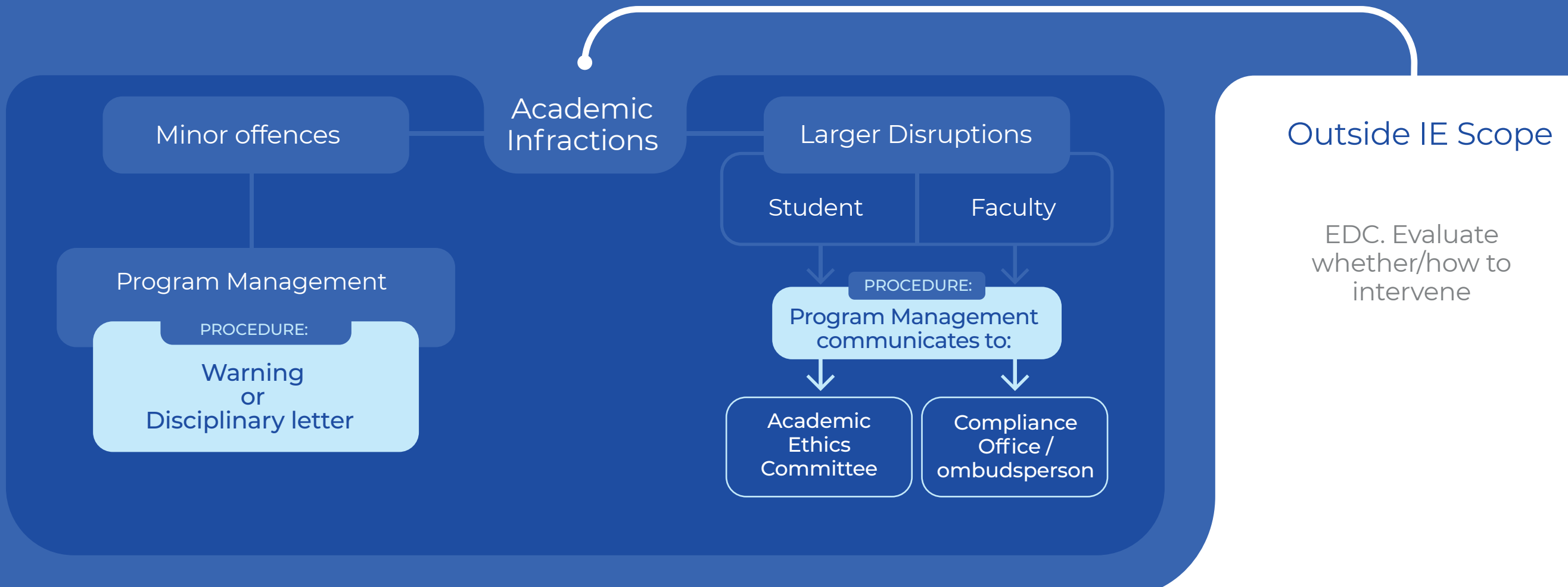
5

The Program Office or the Department will take all the decision concerning the students or the faculty and staff members following the advice of the Security Services, the Medical Services and/or the Counseling Department.

6

The Program Office or the Department will centralise all the communications related to the situation and the persons involved and will inform the families if necessary.

ACADEMIC AND COMMUNITY STANDARDS DISRUPTION:



Diversity Demands



Student Advisory Board

EDC

DIVERSITY SUGGESTIONS, DISCRIMINATION, OR HARASSMENT:

Discrimination & Harassment Issues

Diversity Office

Ethic Procedure

Student

Faculty

Diversity Office mediation

Alumni

D&I Committee

Ombudsperson / Compliance Office

IE Management

Outside IE Scope

EDC. Evaluate whether/how to intervene

For more Information on **IE policies on non discrimination and harassment**

[CLICK HERE](#)