



Alliance Française

Houston

****Sexual Harassment Policy****

*Effective Date: March 18, 2025.

****Purpose****

This policy establishes our commitment to ensuring a safe, respectful, and inclusive environment for all instructors, staff, students, and visitors at Alliance Française de Houston.

****Scope****

This policy applies to:

- All employees (including instructors, administrative staff, and contractors).
- All students, regardless of age, and their legal guardians (if applicable).
- Volunteers, visitors, and anyone affiliated with the institution.

****Definition of Sexual Harassment****

Sexual harassment is any unwelcome or inappropriate sexual behavior, verbal or physical, that creates an intimidating, hostile, or offensive environment. Examples include, but are not limited to:

- Unwanted advances, sexual comments, or jokes.
- Inappropriate touching, gestures, or physical contact.
- Displaying sexually explicit material in a shared space.
- Any actions that exploit or demean individuals based on their gender, sexual orientation, or identity.

****Reporting Procedures****



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1. ****For Students:**** Students, or their guardians if minors, may report incidents to a designated staff member: the Executive Director, the Program Director, or the Operations Manager.
2. ****For Employees:**** Employees are encouraged to report incidents to the HR Officer or the Executive Director.
3. ****For Others:**** Volunteers and visitors can report to the institution's management or HR.

Reports can be submitted in-person, via email at executive.director@alliancehouston.org

****Investigation Process****

- All reports will be taken seriously and handled with confidentiality and impartiality.
- Investigations will begin promptly, following institutional and legal protocols.
- Where necessary, external mediators or legal counsel may be engaged.

****Consequences of Misconduct****

The institution has a zero-tolerance policy towards sexual harassment. Depending on the severity of the incident, consequences may include:

- A verbal or written warning.
- Suspension or termination of employment or enrollment.
- Reporting to legal authorities, if applicable.

****Prevention and Training****

- All employees will undergo mandatory sexual harassment training annually.
- Awareness workshops will be organized for students, adapted to their age and understanding.

****Support****

- Counseling and support services are available to those affected by harassment.



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- Retaliation against individuals who report harassment will not be tolerated.

****Policy Updates****

This policy is subject to change at the discretion of Alliance Française de Houston and changes may be implemented immediately and without prior notice.

****Contact Information****

Élodie Ricolfi

Executive Director

(713) 522-1121

executive.director@alliancehouston.org

****Discrimination Policy****

*Effective Date: March 18, 2025

****Purpose****

At [Institution Name], we are committed to fostering an environment where all individuals are treated with dignity and respect. This policy outlines our commitment to preventing discrimination and ensuring equal opportunities for everyone within our community.

****Scope****

This policy applies to:

- All employees (including instructors, administrative staff, and contractors).
- All students, regardless of age.
- Volunteers, visitors, and anyone affiliated with the institution.



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****Definition of Discrimination****

Discrimination includes any unjust or prejudicial treatment of individuals based on their actual or perceived:

- Race, color, or ethnicity.
- National origin or citizenship.
- Religion or belief system.
- Gender, gender identity, or expression.
- Sexual orientation.
- Age.
- Disability or medical condition.
- Any other protected characteristic under applicable laws.

****Prohibited Conduct****

Examples of discriminatory behavior include, but are not limited to:

- Exclusionary practices or unequal treatment.
- Harassment or offensive remarks regarding a protected characteristic.
- Denial of services, resources, or opportunities based on discriminatory grounds.
- Any actions that create a hostile, intimidating, or offensive environment.

****Reporting Procedures****

1. ****For Students:**** Students, or their guardians if minors, may report incidents to a designated staff member: the Executive Director, the Program Coordinator, or the Operations Manager.
2. ****For Employees:**** Employees should report incidents to the HR Officer or the Executive Director.
3. ****For Others:**** Volunteers and visitors can report to the institution's management or HR.

Reports can be submitted in-person, via email at executive.director@alliancehouston.org



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****Investigation and Resolution****

- All reports will be treated seriously and investigated promptly and impartially.
- The institution will take appropriate measures to address confirmed cases of discrimination.
- Corrective actions may include education, mediation, or disciplinary measures, up to and including termination of employment or enrollment.

****Commitment to Prevention****

- Regular training will be provided to employees on anti-discrimination practices.
- Awareness initiatives will be conducted for students, adapted to their age and comprehension level.
- Policies and practices will be reviewed regularly to ensure compliance with legal standards and promote inclusivity.

****Non-Retaliation****

Individuals who report discrimination or participate in investigations are protected from retaliation. Any acts of retaliation will be addressed with appropriate consequences.

****Policy Updates****

This policy is subject to change at the discretion of Alliance Française de Houston, and changes may be implemented immediately and without prior notice.

****Contact Information****

Élodie Ricolfi

Executive Director

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