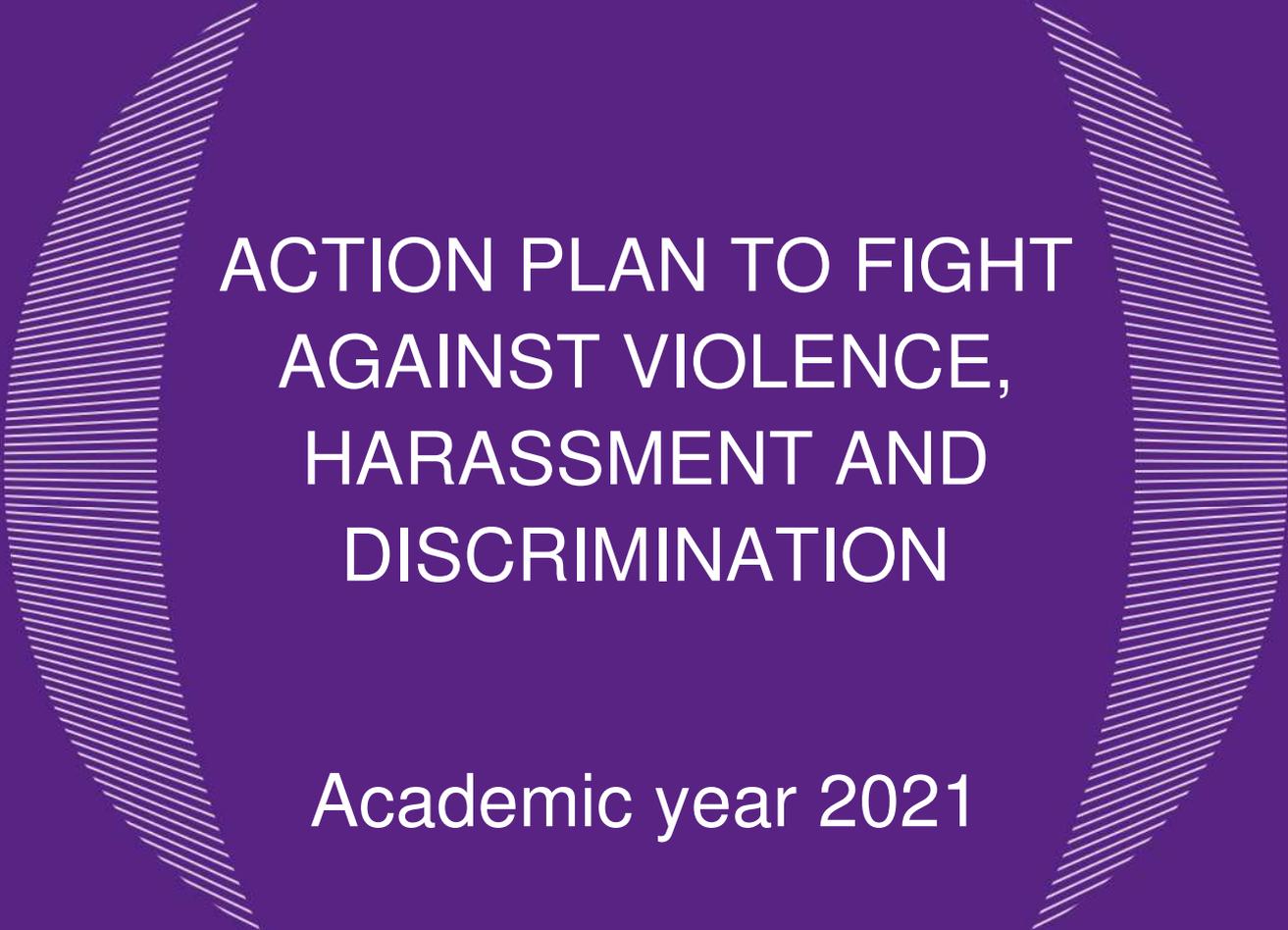


# NEOMA

BUSINESS SCHOOL

REIMS • ROUEN • PARIS



## ACTION PLAN TO FIGHT AGAINST VIOLENCE, HARASSMENT AND DISCRIMINATION

Academic year 2021

## Policy to fight against violence, harassment and discrimination

The school is committed to training ethical, responsible managers who are conscious and convinced that respect, equality, diversity and inclusion are the main pillars of progress in our society.

For many years, NEOMA Business School has been committed to the issues of diversity and respect for others.

The school has a very clear zero-tolerance policy for any lack of respect for these values.

### **I. A CLEAR, WELL STRUCTURED FRAMEWORK TO ADDRESS ALL KINDS OF VIOLENCE AND DISCRIMINATION**

#### **1. Since 2019, a solid base of structured measures**

For our school, the fight against sexual violence and acts is a priority, a series of permanent measures have been in place since 2019:

- The setting up of a Wellness Centre, playing a strong role in student health and the prevention of risks on our campuses.
- The creation of a diversity commission in the CSR committee, run by both students and relevant departments in the school.
- A specialized support unit set up to fight against violence, discrimination and harassment (see details below in point 4.)
- Co-branded health initiatives with MGEL, the complementary healthcare organisation for students.
- Events to create awareness concerning gender stereotypes led by our Alumni, The Talent and Careers department and student societies (see details below in point 2.)

#### **2. Internal rules and regulations rewritten and implementation of a student society charter**

NEOMA has rewritten the internal rules and regulations and also formalised a student society charter along with a good practice guide in the aim of fighting against all kinds of violence based on sex, gender, religion, origin or ethnic group.

The values described in the charter apply to all the events organised by student societies. Furthermore, they are intended to impact the organisation of student society life, in

particular the recruitment of new members and the appointment of leaders. Every year, students are made aware of this during the welcome days.

All the presidents of the student societies are committed to circulating and respecting this charter. They are informed of the fact that they are legally liable for any incident which takes place in their student society activities.

On this subject, they receive well-adapted training from a specialised organisation every year. Including both theory and practise (simulations/role play), this training provides them with the tools to prevent and to address possible contentious situations with the relevant posture and words.

### **3. Numerous and frequent exchanges with other schools and the Ministry of Higher Education and Research**

NEOMA takes part with other schools in the Observatoire des Violences Sexuelles et Sexistes dans l'Enseignement Supérieur (Observatory for Sexual and Sexist Violence in Higher Education).

NEOMA also works in close collaboration with the Ministry of Education and Research on these subjects and records detailed feedback with figures on all cases of violence and harassment that occur and are handled on our campuses. This information is systematically transferred to the Ministry.

### **4. A specialised support unit**

When there is a case of behaviour contrary to our values and regulations, students can turn to a specialised support unit. This unit comes under the global coverage provided by the Wellness Centre: giving students specific, personalised support as well as taking initiatives to foster well-being and providing students with support from psychologists, nurses and qualified administrative staff.

The specialized support unit is composed of 7 members with both members of the faculty and of the administration who have a direct link with students.

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Members of the support unit are committed for one year which can be extended.

The members of the unit follow specific training to enable them to identify worrying situations, to gather the necessary information and then to write an internal incident report if required.

Our strong policy to provide support allows us, on the one hand, to deal with any internal incident report quickly and on the other hand, to accompany the people who are involved. In this way we can act and react accordingly. First and foremost, we take care of the victims, providing them with all the psychological and legal support they require. When appropriate, disciplinary action may be taken.

The scale of these measures is coherent with the vision of NEOMA Business School on these subjects: no act of violence, especially sexist, discriminatory, sexual, concerning religion or moral values, will be tolerated in our school.

This unflinching determination is at the core of the 2021-2022 action plan.

## **II. 2021-2022 ACTION PLAN**

In order to materialise and shape our reflexion around three main axes (zero-tolerance, an active prevention policy, support for victims from a specialised support unit), in the academic year 2021-2022, the school is implementing an action plan based on three main pillars: “Prevent”, “Support”, “Act”.

### **PREVENT**

Since the start of the new academic year, NEOMA has implemented awareness campaigns and distributed information co-developed with the student societies and in particular with the students following the entrepreneurship and student society track. (PEA).

On a voluntary basis, students who act as relays are recruited and trained to strengthen the network ‘in the field » and to optimise the implementation of the plan.

Information sessions and prevention workshops led by health professionals from the Wellness Centre (nurses and psychologists) are organised first of all for the leaders of student societies and then for all the different student populations when they join the school.

The risks of violence linked to alcohol consumption, the question of consent or the notions of respect and discrimination are addressed in these sessions.

Training is reinforced by MOOC which complement this action to fight against violence.

In addition to the efforts already made to develop the interpersonal and cross-cultural relations of its students, NEOMA increasingly includes the themes of equality, inclusion and the fight against discrimination in the core of its programmes, focusing particularly on cognitive bias, gender stereotypes and their consequences.

An academic example can be seen in capsule 1, devoted to premaster students in their first semester at school. It covers a group of elective courses on the topic of ethics in the world today and in particular a course entitled Gender and society: How to reduce male/female inequalities in a company?

Research has also been led on sensitisation on this topic in the workplace and a conference was organised during the International Days to address the subject in connection with the international experience of our students.

## **SUPPORT**

The support unit for the fight against violence, harassment and discrimination is at the heart of the measures to provide support on all three NEOMA campuses.

Each member follows up-to-date training every year to welcome, listen to and inform students about the resources that are available, the procedures and their rights on our campuses alongside the information and prevention campaigns organised for students.

For all school staff to be informed on this topic, to understand and grasp all its dimensions, all members of staff are invited to follow continuing education training.

To contact a member of the unit, there are several complementary possibilities:

- To contact the nurses or psychologists directly, in which case full medical confidentiality applies and no incident report will be made (unless specifically requested by the victim)
- To contact administrative and teaching staff, in which case, an incident report can be made and if necessary, lead to proceedings and sanctions for the offenders.

On the homepage of the school intranet, students can find information about all the measures and both possibilities described above. With just one click, they have access to the members of the unit and the different ways to contact them – generic email address, specific telephone number and individual contact details.

If a victim chooses to contact the nurses or psychologists directly, as they respect medical confidentiality, no incident report will be made to the support unit and the victim's situation will remain confidential.

Unlike these medical professionals, the administrative and teaching staff are not required to respect medical confidentiality and can, in view of the facts brought to their knowledge, contact the support unit via the address [angela@neoma-bs.fr](mailto:angela@neoma-bs.fr) (using the concept "Ask for Angela" developed in England and set up in France via the HeForShe society in order to fight against sexual and sexist harassment and in particular harassment in the street).

The support unit then follows this protocol:

- It receives the internal incident report and offers specific support for the students, answers their questions and guides them depending on their needs.
- The internal incident report is then transferred to an **enquiry committee** (composed of the General Secretary, the Director of the programme in question

and the legal department) who examine all the cases that are presented to them and if necessary, enable the General Management to take appropriate measures.

- When a case that comes under criminal law is reported, the support unit systematically advises the person who has reported the incident to lodge a complaint. If the student does not take legal action, this does not stop the enquiry committee from dealing with the report and taking disciplinary action (the two procedures, criminal and disciplinary, are independent).

## ACT

The school applies a zero-tolerance policy to any offence that is brought to our attention; thus, when a case is brought before the enquiry committee (see the protocol above), the committee decides if the situation requires an enquiry to be set up and may request the assistance of “guest members”. These guest members are chosen by the enquiry committee depending on their expertise or their job. The choice of “guest members” for the enquiry is discussed according to how the internal incident reports are to be dealt with.

In order to ensure the confidentiality of the enquiry, all those involved make sure to define how confidential exchanges and data will be dealt with. Whichever tools are chosen by NEOMA to deal with a case, all the elements in question are clearly defined in the procedure to deal with internal incident reports.

There will be a systematic reminder of the legal framework and a presentation of the sanctions incurred and implemented by our establishment.

The presumption of innocence must always be respected: a criminal offense is not proved just because it has been reported.

- ➔ Without proof, the person who has been reported must not be treated as if he/she were guilty.
- ➔ No sanctions without proof

The existence of the crime of false allegations should not be forgotten.

As all criminal offenses are punishable by law, the person who declares that he/she is a victim should be advised to lodge a complaint:

- with the public prosecutor’s office (Parquet) directly in a recorded delivery letter to the public prosecutor (Procureur) whose office is in the court of justice,
- or with the Police who will transfer the complaint to the public prosecutor’s office,

- or through an association providing help for victims which will lodge the complaint itself:

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14 Allée des Landais  
51100 REIMS

Tel. : 03 26 89 59 30

<https://lemars.fr/>

**AVIPP :**

1 Rue Guillaume le Conquérant  
76000 ROUEN

Tel. : 02 35 70 10 20

<https://www.avipp.fr/>

**PAV75 :**

12 Rue Charles Fourier  
75013 PARIS

or 22 Rue Jacques Kellner

75017 PARIS

01 45 88 18 00

<http://www.pav75.fr/>

In the case of sexual assault or rape, it is particularly important to try as hard as possible to convince the victim to lodge a complaint, as these acts are particularly serious.

It is always possible to propose psychological support to the victim or to the alleged offender.

In all cases, the internal rules and regulations of the school allow precautionary measures to be taken. A precautionary measure allows the General Management of the school to set up a temporary or permanent arrangement in order to:

- prevent the repetition or continuation of the offense,
- separate the alleged offenders and victims to release tension,
- curb public disorder.

These precautionary measures may include, for example:

- changing groups of students,
- rearranging schedules,
- forbidding all encounters with the person who lodged the complaint (changing campuses, ...)
- ...

These precautionary measures are strictly academic and may not be contested. They may be taken before, during and after the duration of the internal enquiry.

If the incidents took place outside the school, it is advisable to consider adopting precautionary measures. However, NEOMA has no intention of acting as a substitute

for the legal system and cannot sanction incidents which take place outside NEOMA, especially since the presumption of innocence prevails.