

#TimeForRespect

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Institut Paul Bocuse Relationships and Behaviours Charter

Institut Paul BOCUSE encourages respectful human relations and is committed to embedding a values-led approach across the school.

Each member of our community undertakes to uphold these values in all circumstances.

In an age when we continue to deplore the presence of unacceptable behaviour in our private and professional lives, Institut Paul Bocuse is committed to promoting a society that respects all categories of people, without exception.

The aim of the Relationships and Behaviours Charter is to align our conduct by providing a safe framework where inappropriate behaviour is prohibited and where inclusion is given the utmost importance. This framework encourages the emergence of a respectful collective intelligence, conducive to the work and development of each individual, and built upon our core values of altruism and respect.

These principles apply to our whole community, whatever our status, whether we are students, support staff, faculty, lecturers, suppliers, service providers or partners, or companies in which our students work.

The charter should be complied with by all members of our community, and under whatever circumstances.

For students, professors and staff members at Institut Paul Bocuse, the sanctions in the event of non-compliance with this charter may range, depending on the allegations and evidence, from a formal warning, in the event of an isolated slip of the tongue, for example, to outright dismissal. For third party professionals (partner companies), measures may range from a warning to termination of the collaboration.

By signing this charter, we commit ourselves to demonstrating exemplary behaviour, but also to speaking out and condemning any form of infringement of these principles.

We are all responsible for preventing such behaviour and for ensuring that the core values of Institut Paul Bocuse and the hospitality industry are upheld, so that relations between people remain as respectful as possible.

#TimeForRespect

I, the undersigned:

“Agree to comply with and promote the TIME FOR RESPECT Charter and to ensure that it is followed within my organisation by all members of staff, whatever the circumstances, and without exception”.

The signatory:

Date	
First and Last Name	
Position in the company	
Company	
Signature	

For Institut Paul Bocuse:

Date	18 March 2022
First and Last Name	Dominique Giraudier
Position in the Institution	Managing Director
Signature	
Company	

UNACCEPTABLE BEHAVIOUR

Not allowed at IPB or in its ecosystem

These different forms of unacceptable behaviour constitute a threat to the well-being, mental health, and physical health of the students and staff who are victims of them. They also undermine the reputation of our professions and the companies that work in them.

Such behaviours may or may not be intentional, but this in no way condones any incident that may occur.

As a result, we should remain vigilant and careful at all times, ensuring they are eliminated from our day-to-day working lives.

Please see below definitions of what constitutes unacceptable behaviour.

In the appendix of this document, you will find more details and examples illustrating what such behaviour entails.

Bullying, harassment and victimisation

It consists of repeated behaviour which has the purpose or effect of deteriorating working conditions likely to violate the rights and dignity of the member of staff who is the victim, to impair their physical or mental health or to jeopardise their professional future.

Sexual harassment

It is the repeated and unwanted use of sexual or sexist language or behaviour that: violates the recipient's dignity because of its degrading or humiliating nature, or creates an intimidating, hostile or offensive environment. All behaviour comparable to sexual harassment, consisting of any form of extreme pressure, exercised with the real or apparent aim of obtaining an act of a sexual nature, whether this is sought for the benefit of the perpetrator or for a third party, is also prohibited.

Ambient harassment is a general level of sexual harassment in a work setting, in which the frequency of inappropriate behaviour with sexual or sexist connotations deteriorates the working conditions of one or more persons.

Sexual abuse

Any sexual abuse involving violence, coercion, threat or surprise is considered a criminal offence.

Sexist behaviour

Any behaviour related to a person's gender, which has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Discrimination / Positive Discrimination

Discrimination is the unequal and unfair treatment of individuals on the basis of their origin, name, gender, physical appearance or membership of a philosophical, trade union or political movement, etc.

It can be manifested in different forms:

- Discrimination on the grounds of appearance
- Discrimination on the grounds of gender, on the grounds of presumed sexual identity
- Discrimination on the grounds of accent, or social background (education, financial means)
- Discrimination on the grounds of a presumed belonging to a religion, a culture, an origin
- Discrimination on the grounds of age/experience
- Discrimination on the grounds of any form of disability (whether apparent or not)

Racism

Racism relates to derogatory remarks, behaviour or violence towards a person because of their perceived or actual race, colour or religion.

Abuse

Incidents where staff are mistreated, threatened or assaulted in the course of their work, including when travelling to and from work, and incidents that put their safety, well-being or health at risk.

Like discrimination, abuse can be manifested in the following ways:

- Internal verbal abuse (internal to the school, between students, on placement, ...)
- External verbal abuse (concerning clients)
- Internal physical abuse
- External physical abuse

Examples of actions that are not considered to be unacceptable behaviour

➤ **Disagreement, conflict, even misunderstanding, such as:**

- Corrective feedback on unfinished/poorly executed tasks (or sanctioning them)
- a request to respect schedules
- a request concerning dress/hair/personal hygiene
- a requirement concerning tasks to be performed

... as long as boundaries are respected:

- (reciprocal) respect in dealing with each other
- the job description, regulations, or employment contract are clear on the subject
- the tasks to be performed or the progress to be made have been clearly defined
- feedback is provided without being publicly humiliating
- the system is fair and just for everyone
- that it is possible to communicate and discuss without fear of reprisal...

Important reminder: a high level of expectation does not justify excessive behaviour!

➤ **Seduction**

.... as long as boundaries are respected:

- respect, reciprocity and equality
- the person feels comfortable, respected and safe

Please see the appendix of this document for guidelines on what you should and should not do for each of the behaviours listed.

APPENDIX 1

For each category of unacceptable behaviour,
please see below what to do and not to do (non-exhaustive lists).

Bullying, harassment and victimisation

It is advisable to

- Treat everyone with respect as you would like to be treated.
- Treat everyone fairly and justly.
- Do not start or spread rumours.
- Leave room for dialogue and listening.
- Know how to be self-critical and explain yourself with clarity and kindness.
- Avoid judgement and prejudice.

It is forbidden to

- Repeatedly criticise another person
- Bully or humiliate another person
- Slander, insult or threaten another person
- Take pictures or film someone without them knowing.
- Put another person 'on the shelf' or subject them to humiliating working conditions.
- Refuse to communicate with others in order to resolve a conflict or disagreement.
- Give confusing or unclear instructions
- Deprive a person of work or, on the contrary, make them endure an excessive work load.
- Give them tasks that are meaningless or unrelated to their role and responsibilities

Sexual Harassment

It is advisable to

- Avoid inappropriate behaviour in the workplace (and indeed elsewhere).
- Ensure mutual consent before physical and sexual contact.
- Ensure that the rules of respect, reciprocity and equality are followed in seduction.
- Ensure that all concerned feel comfortable, respected and safe.

It is forbidden to

- Make gestures of a sexual nature to anyone.
- Make obscene comments, remarks or jokes of a sexual nature to anyone.
- Give excessive compliments or heavy criticism about another person's physical appearance.
- Ask intrusive questions about a person's sex life.
- Ask for or make indecent disclosures about one's sex or love life.
- Pressure anyone with sexual expectations.
- Stare at or focus on the physical appearance of another person, whistle, use sexual gestures, etc.
- Repeatedly enforce one's presence outside of work requirements or seek physical promiscuity (e.g., systematically kissing as a greeting or insistent handshaking).
- Position oneself so that the other person has no way out physically, ask to readjust clothes or hairstyle, seek physical proximity in lifts, queues, vehicles, near the workspace.

Sexual assault

It is advisable to

- Avoid any sexual behaviour in the workplace.
- Ensure mutual consent before physical and sexual contact.

It is forbidden to

- Force unwanted sexual intercourse upon another person. (This is called rape).
- Make any gesture, comment or attitude of a sexual nature without the consent and against the will of another person.
- Ask a person to perform inappropriate sexual contact.

Sexist behaviour

It is advisable to

- Pay careful attention to the way you dress, behave, and to the type of comments you make.

It is forbidden to

- Make sexist remarks and jokes.
- Behave in an uncivil manner because of a person's gender.
- Use familiar language.
- Use insincere seduction, and hypocritical flattery
- Side-line someone for spurious good reasons (benevolent sexism or mind control techniques)
- Make sexist comments about motherhood or family responsibilities.
- Use nicknames such as "Sweetheart" or "Darling".
- Interrupt someone in a sexist manner
- Make remarks about appearance... even in a joking way

Discrimination

Discrimination on the grounds of appearance

It is advisable to

- Comply with the dress code of the place where you are working.
- Remember that "you can't judge a book by its cover".
- Look after your own appearance, leaving others to look after their own.
- Be fair and equitable to everyone regardless of their appearance.

It is forbidden to

- Make judgements about a person's physical appearance.
- Base the value of a person on their physical appearance.
- Use nicknames alluding to physical characteristics.
- Make unpleasant comments and non-verbal reactions, and behave unpleasantly in relation to physical characteristics

Discrimination on the grounds of gender

It is advisable to

- Take into account individual characteristics not based on gender.
- Adopt a respectful attitude to others regardless of gender.

It is forbidden to

- Make stereotypical and derogatory statements about gender in relation to physical characteristics, social roles, interests.
- Adopt behaviour and attitudes that belittle a particular gender type.

Discrimination on the grounds of accent or social background (education, financial means)

It is advisable to

- Give due consideration to the value of cultural and social differences.
- Consider everyone equally and not based on their social and cultural background.

It is forbidden to

- Make remarks about a person's social background, especially to point out a difference that might be discriminatory.
- Imitate a person because of their accent.
- Show off your financial means in an ostentatious manner.

Discrimination on the grounds of belonging to a presumed religion, culture or origin

It is advisable to

- Respect each other's allegiances.
- Respect the principle of secularism, which provides for equality under the law irrespective of one's religion.
- Authorise the wearing of religious symbols, such as reasonably sized jewellery (baptismal medals, crosses, crescents, hands, Star of David, etc.) and headscarves covering the hair. If you wish to wear another religious symbol on campus or in your workplace, please inform your supervisor in advance so that they can approve it.

It is forbidden to

- Make unpleasant remarks to/about a person in relation to their background.
- Adopt specific behaviours and attitudes towards a person because of their background.
- Make inappropriate claims on the grounds of one's background.
- Damage the integrity of a person because of their background.

Discrimination on the grounds of presumed sexual identity

It is advisable to

- Respect each other's sexual identity.
- Not to try to find out more about a person's sexual identity, as this is a personal matter that has no relevance in the workplace.

It is forbidden to

- Make unkind remarks to/about a person in relation to their actual or presumed sexual identity.
- Adopt specific behaviours and attitudes towards someone because of their known or presumed sexual identity.
- Make inappropriate claims on the grounds of one's own sexual identity.
- Damage the integrity of a person because of their known or presumed sexual identity.

Discrimination on the grounds of age / experience

It is advisable to

- Respect the age and experience of each other.
- Adopt a supportive attitude towards each other's personal and professional development.

It is forbidden to

- Make unkind remarks to/about a person in relation to their age.
- Adopt derogatory behaviours and attitudes towards a person because of their age.
- Make inappropriate claims on the grounds of one's age and experience.
- Belittle a person because of their lack of experience.

Racism

It is advisable to

- Recognise and promote the value of cultural and religious diversity.

It is forbidden to

- Make racist comments, threats, in writing, in print, visually or orally.
- Commit violence against a person because of their actual or presumed affiliation to a nation, culture, philosophy or religion.
- Engage in degrading behaviour and attitudes on the grounds of racial prejudice.
- Show intolerance towards the background and religious affiliation of others.
- Make derogatory remarks about background and religion or based on any other prejudice.
- Make inappropriate claims on the grounds of one's cultural and religious background.

Violent behaviour

Verbal abuse

It is advisable to

- Maintain and encourage positive and respectful language towards all.
- Show respect and kindness in the language used towards all.
- Use controlled language, and a calm and clear tone irrespective of who one is dealing with, whether or not one needs to work quickly and efficiently.

It is forbidden to

- Swear or use any other insulting language towards anyone.
- Use unpleasant, irritating or even insulting language towards clients and service providers external to IPB.

Physical abuse

It is advisable to

- Pay careful attention to our day-to-day behaviour so that it is not considered to be a form of abuse towards any of IPB's members or partners.
- Align our behaviour with the care and rigour required in the service we provide to our customers.

It is forbidden to

- Cause prejudice to any of IPB's members or partners through aggressive behaviour.
- Cause prejudice to any person in one's professional environment through abusive behaviour, which could harm the physical integrity of others.