

Code of Conduct

1. General Misconduct

1.1 Sexual Harassment and Discrimination

The School **does not tolerate** sexual harassment or discrimination of any sort. Anyone caught harassing or discriminating against another individual will be dealt with severely.

Sexual harassment is a behaviour of a sexual nature that makes others feel uncomfortable, or that interferes with a student's performance.

Discrimination can include gender discrimination, racial discrimination, sexual orientation discrimination, religious discrimination, disability discrimination, or age discrimination. This illegal conduct can take a variety of forms, including uninvited touching or groping, lewd comments, dirty jokes, and physical assault.

1.2 Hazing

Hazing is defined as harassment, abuse, or humiliation by intimidation. This may be **in person or via social media communication channels** and can include both physical and mental forms of bullying. Any sort of aggression against another individual will be dealt with severely.

2. Right of Due Process

When and if there is a question of your responsibility for violating rules or the laws of Switzerland, you will always be presumed innocent of any wrongdoing unless there is sufficient evidence to the contrary. The burden of proof shall always be that of the School or government agency. To ensure this, the following protections are guaranteed:

- As outlined in this guide, you will be informed of the current rules and regulations of the School and civil authority, which will be further explained to you during orientation and, as necessary, as student updates.
- You will be informed immediately of any complaints brought against you, including the infringement and the date of the alleged offences, the seriousness of the charge, and the name or names of the individuals bringing those charges against you.
- Before any formal hearing is convened, you will have sufficient time to prepare your defence, including the calling of witnesses.
- You will be free to present all relevant evidence of your innocence of the charges brought against you.
- During this period, you will be presumed innocent and permitted to attend classes and participate in social and professional activities. If you are a resident of the School campus, you will be authorised to maintain your quarters.
- You are authorised to have a faculty member, staff of BHMS, or another student as an adviser at any formal or informal meeting, and you may consult with any staff member for advice before any hearing.
- Within three working days, you will receive a written copy of the findings of any convened meeting and possible sanctions taken against you.
- Finally, you have the right to appeal any decisions taken against you to the school's President or, in his absence, to the Management Team.

3. Drug and Alcohol Policy

BHMS wishes to help provide all students with a safe and drug-free study environment.

The School explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on School or customer premises or while performing an assignment.
- Being under the influence of legal or illegal drugs or alcohol away from the School's or customer premises if this adversely affects the student's work performance, compromises the safety of the student or others, or puts the School's reputation at risk.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the School's or customer premises if such activity adversely affects the student's work performance, compromises the student's or others' safety, or puts the School's reputation at risk.

- The presence of any detectable amount of prohibited substances in the student's system at work/on internship, on the School campus, or while on school business.
- Prohibited substances include illegal drugs, alcohol, or prescription drugs not taken with a prescription given to the student.

In the event that the School finds illegal substances or tools for consuming them in the student's possession (e.g. in the student's room or on the student's person), the School representatives have the right to confiscate these and, if necessary, notify the police. The School will conduct drug and/or alcohol testing under any of the following circumstances:

- The School feels that the student may be under the influence of drugs/alcohol
- Drugs or alcohol are found on the student's person or in the student's BHMS accommodation
- Unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

If a student refuses to undertake a drug and/or alcohol test or the test results are positive, the student may be subject to appropriate disciplinary action, up to possible expulsion. In such a case, the student can explain the circumstances before any final expulsion action becomes effective.

If a student tests positive for drugs or alcohol, the student will bear the costs of the test.

4. Disciplinary Sanctions for Individual Misbehaviour

4.1 Level One: Written Warning I

This first written warning will be recorded on the student's file, and a copy will be sent to the student and the Marketing Manager responsible for the student's country of origin. The Academic Dean or Chief Operations Officer will counsel the student. If the same offence is not repeated, no further action will be taken. If the same or additional offence is repeated, a Written Warning II will be issued.

4.2 Level Two: Written Warning II

Level Two offences are misconduct infractions and may result from repeating a Level I offence or a serious violation of regulations. A copy of the written warning, signed by a member of the management team, is given to the student, recorded on the student's file, and sent to the student's parent(s)/ sponsor(s)/ guardian(s) and agent.

It should be noted that a Written Warning II may limit the student's participation in school social activities, their use of BHMS facilities and accommodation, or involvement in student organisations. They usually include the awarding of Level 3 Negative Badges in the P.C.C. system as determined by the involved members of the management team.

If the same offence is not repeated, no further action is taken. If the same or other serious offence is repeated, it may be classified as **gross misconduct**.

4.3 Level Three: Gross Misconduct Warning III – Suspension or Dismissal

Level three is the most serious stage of student misconduct. Violations of community living standards could result in the student being suspended from studies or even dismissed from School.

The following are examples of what is considered Gross Misconduct:

- Unauthorised work outside of school - meaning **all** instances of working for pay while completing your classroom studies, other than school-organised and supervised banquets. This is a very serious violation of Swiss law.
- Possession and/or use of illegal drugs or any narcotics without prescription.
- Misuse of alcohol and drunkenness.
- Possession of firearms or weapons used to inflict harm to persons anywhere on the property.
- Failure to obey fire, security, or safety rules, including smoking in non-smoking areas and theft.
- Discrimination or discriminatory behaviour.
- Sexual molestation / Mobbing / Hazing.
- Vandalism.
- Other actions that are likely to damage the BHMS reputation or that of its students.

In some cases, the student may be allowed to return to school after 3/6/12 months to complete the programme. In such cases, the student must cover the school fee for the lost term of studies. In the case of dismissal, a student will not receive any refund of paid fees.

In any cases involving a violation of Swiss Federal Law, BHMS Management reserves the right to act immediately.