

# CODE OF CONDUCT

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## CODE OF CONDUCT of ECOLE SUPERIEURE D'AVIATION

### 1 Purpose

#### 1.1 Implementation

The Code of Conduct for students is a set of standards defined by ESA and describes the behaviour or conduct that students are expected to uphold.

The present code is established for ESA course students;

The aim of this code of conduct is:

- To precise common rules and student obligations
- To settle upon:
  - Discipline
  - Student representation

All rules complies with certified local training centers within the ESA scope. Students must also apply local certified center rules.

#### 1.2 Benefits

To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.

To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

To encourage the use of non-violent means to resolve conflict.

To promote the safety of people in the school premises.

To promote a Safety culture for flight operations.

To discourage the use of alcohol and illegal drugs.

### 2 General Rules

#### 2.1 Personal conduct

##### 2.1.1 Language

English will be used, to converse with staff and between the students, at all times from the start until the end of the class.

However, it is acceptable to use french with Tutors.

##### 2.1.2 Alcohol

Bringing and consuming alcoholic drinks is strictly forbidden on school premises. Consuming alcohol is prohibited at least 12h before flight, sim session and theoretical session.

##### 2.1.3 Tobacco

Smoking is strictly forbidden on school premises except on designated smoking area, avoiding blowing smoke near doors and windows. Each cigarette must be squeezed and thrown into the ashtray available on the wall.

##### 2.1.4 Drugs

All kinds of drugs are forbidden on the school premises and throughout all the duration of his training.

##### 2.1.5 Medicines

The student has to inform the staff if he is under influence of medicines.

#### 2.2 Personal appearance

##### 2.2.1 Uniform

Every student pilot must wear the official uniform.

The uniform must be worn at all times during scheduled activities and should not be mixed with items of private clothing or unauthorized accessories.

##### 2.2.2 Hygiene

Students are expecting to maintain a groomed, clean and tidy appearance that reflects their professionalism.

#### 2.3 Security

##### 2.3.1 Theft and offenses

ESA accepts no responsibility for any damage, loss or theft occurring to the detriment of the student during his training.

#### 2.4 Safety

##### 2.4.1 Air operation safety

Students must comply with the local certified center policies and procedures at all time.

##### 2.4.2 Fire awareness

Every person present inside the local training center must learn about safety instructions placed on the general information notice boards. The student has to know the escape plan and the various procedures relating to fire.

### 2.4.3 Safety culture

Students shall report any unsafe condition, occurrence, error, event or hazard, including those that are fatigue-related; and do not perform work-related tasks if the work is considered unsafe.

Report must be sent using the local center procedure and to ESA Safety officer (email: Julien.ville@me.com)

## 2.5 Accommodation

### 2.5.1 Responsibilities

Students must comply with applicable rules enforced in the designated habitation.

### 2.5.2 Cleanliness of rooms

Each individual room must be kept clean and tidy at all times. In the case where the accommodation is included in the training contract, ESA reserves the right to inspect rooms randomly only when occupied. Same rules apply for common areas.

## 2.6 Transportation

ESA is not responsible for transportation between the home of the student and the certified local center unless if ESA requires the student to change of Local Training center.

ESA is not responsible for transportation between habitations and school premises unless a formal agreement has been signed between both parties.

## 2.7 Confidentiality Policy

### 2.7.1 Manuals and documents copyright

According to law, the reproduction of manuals and documents at the student disposal is strictly forbidden.

All documents provided to the student are under copyright. They are to be used only for individual or private purposes.

## 2.8 Classroom and environment

### 2.8.1 Food and drinks

Except for water, food and drinks are prohibited in classrooms and briefing rooms.

### 2.8.2 Electronic devices, phones, ...

Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school premises is prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.

Use of personal phones during theoretical lessons is strictly prohibited.

All electronic devices used during class must be dedicated to the lesson content and not used without external communication means.

## 2.9 Internet access

Any abuse or misuse can lead to sanctions. It's strictly forbidden to go on non-appropriate websites with the following contents: racist, violent, pornographic and terrorist.

The use of Wi-Fi in class/examination rooms is strictly forbidden unless authorized by the local training center

## .3 Training Rules

### 3.1 Schedule

#### 3.1.1 Practical training

Flights will be performed during daytime or at night, from Monday to Friday. However, flight/sim session can be planned on Saturday or Sunday.

In case of technical or meteorological hazards, the flights will be planned again as soon as practicable.

#### 3.1.2 Days-off, Holidays

ESA will plan official holidays (including bank-holidays) according to local usage and practices.

## 3.2 Attendance and punctuality

### 3.2.1 Attendance

ESA requires for each and every students to be physically available in the local training center premises from 8:00 to 16:45, Monday to Friday.

Nevertheless, Students wishing to leave the local training center during this office hours must advise the Operation Manager and arrange their own transportation to be available in the school premises within 1 hour if requested by the local training center operation

### 3.2.2 Punctuality

ESA recognises the importance of good attendance and punctuality in achieving its aim of ensuring each student maximises his or her academic potential and wider achievement. ESA aims to encourage excellent levels of attendance and punctuality.

The consequence of students arriving late to the school premises means that they are missing essential contact time with teaching staff. This can be highly detrimental to their studies. Furthermore, students arriving late to class can be highly disruptive to both the teacher and other students within the lesson.

### 3.2.3 Late arrival

Without prior approval, if a student arrives more than 10 minutes late, He shall not be allowed into the classroom until next the next break. Consequently the student will need to recover the number of hours missed.

### 3.2.4 Classroom no-show and Flight/Sim cancellation

If a student expects to miss a lesson (all day or a part of the day) or a flight/sim session, he must inform the Chief Theoretical Knowledge Instructor or Chief Flight Instructor at least 48 hours before and he must receive approval depending on the request. If approved, the student will be excused.

If a student isn't showing up in class or in flight/sim session without any approval, he will be warned following the ESA disciplinary procedure (see chapter 5). In all cases, for theoretical lesson no-show, he will have to recover the number of hours missed at the end of the block or when possible.

## 3.3 Remedial Training and re-examination

### 3.3.1 Theoretical lesson

#### 3.3.1.1 For each Intermediate test

if a student obtains a grade below standards; a meeting with the student and ESA training staff shall take place in order to define the corrective actions.

#### 3.3.1.2 For Progress test

##### 1st attempt:

if a student obtains a grade:

- Below 75%: additional training based on self study is required and another Progress test must be taken at least one week after the first progress test;
- 75% or higher: the progress test is validated and the student will be recommended for official exams\*.

##### 2nd attempt:

If the student obtains a grade:

- Below 75%: remedial training (in classroom with instructor) is required and a last progress test must be re-taken; the number of hours required for the remedial training will be based on the result and at ESA discretion.
- 75% or higher: the progress test is validated and the student will be recommended for official exams\*.

*All remedial training is subject to extra fees.*

##### 3rd and last attempt:

If the student obtains a grade:

- Below 75%, ESA will attend an official meeting with management staff in order to determine if the whole module lessons should be followed again or if the student should be withdrawn from training.
- 75% or higher: the progress test is validated and the student will be recommended for official exams\*.

\* Provided that the student has fulfilled the ESA minimum hours requirement.

*Module re-attendance is subject to extra fees.*

#### 3.3.1.3 For official exams

Official examination sittings and attempts are subjected to EASA aircrew regulations.

##### · Recommendation

ESA will allow a student to take an official examination within a 6 months period after a progress test validation and provided that the student has fulfilled the ESA minimum hours requirement.

##### · Examination Failure

If a student fails an official examination (one or several subjects), he will be allowed to re-take the failed examination in accordance with EASA aircrew regulations, provided the initial recommendation period is met (see above).

*Additional exam fees, associated expenses (transportation & accommodation) for official exam re-take & exams outside the scheduled program will be subjected to extra fees.*

### 3.3.2 Flying phase

In case a student fails an internal flight check, an instructor meeting will be held to discuss further potential actions.

An official letter has to be signed by the student before any remedial actions

*Additional training is subjected to extra fees.*

## 4 Reserved

## 5 Disciplinary Procedure

### 5.1 Description

If a student fails to comply with the schedule, rules above, it may result in disciplinary actions described below:

### 5.2 First occurrence: Oral warning

The student will receive an oral warning from ESA training staff. ESA will inform the student to take actions in order to correct non-compliance to this code of conduct.

### 5.3 Second occurrence: Official warning

As a second warning, the student will receive an official email from ESA management with other parties in copy, if applicable. ESA will inform the student to take immediate and effective corrective actions in order to avoid future sanctions.

### 5.4 Third occurrence: Disciplinary Board

As a final warning, Student will be convened to an official disciplinary board chaired by the Head of Training.

An official report will be sent to the student and transmitted to other parties. Final decision is taken case by case in collaboration with other parties and may result in educational sanctions\*, continuation with a defined probation period or withdrawal of training.

During the probation period, any new violation of this code should lead in accordance with other parties to an immediate and definitive withdraw of the training.

*\*Educational sanctions could be: an oral briefing on ATPL or safety related subject, letter of motivation, etc..)*

## 6 Communication

### 6.1 Special requests and complaints

Every request or complaint regarding the training must be transmitted to the designated training staff exclusively by mail or e-mail at [mtouaty@supaviation.com](mailto:mtouaty@supaviation.com).