

# ETHICS REPORTING & MANAGEMENT SYSTEM

## FILING A COMPLAINT

In addition to reporting the incident, the student can file a complaint with the gendarmerie or police station. The two reports and the decision will not be handled together, but the complaint can be added to the file as evidence.



## TRANSMISSION AND RECEPTION OF THE ALERT

The Feel Good support team receives the student's report either through the secure platform (anonymously or otherwise) or during an interview. All information shared is kept confidential and remains within the system, except in cases of immediate danger to the person or if a crime has been committed.

## MEETING AND LISTENING

The listening unit offers students an opportunity to discuss their situation and expectations in order to better understand them.

## DOCUMENTATION

All the evidence and testimonies collected are included in the platform's report to build the case file. The report must be validated by the authors of the notification.

## CASE SHARING

The listening unit forwards the file to the processing unit for analysis.

IF THE MATERIAL SUBMITTED IS DEEMED TO FALL WITHIN THE SCOPE OF THE SYSTEM

IF THE MATERIAL SUBMITTED IS DETERMINED TO FALL OUTSIDE THE SCOPE OF THE SYSTEM

## OPENING OF AN INVESTIGATION

If the processing unit considers it necessary, an investigation may be opened to gather further information before a decision is made (e.g., testimonies, evidence, or meetings with the accused).

## DECISION

Once the file is complete and has been reviewed, the processing unit and management decide on the appropriate measures to be taken (such as intervention, mediation, sanction, or warning). The administration then informs the students involved about the measures taken by the school in cases of inappropriate behavior.

## CLOSURE OF THE REPORT

The processing unit closes the case and takes no further action. The students concerned are notified. The archiving is secure.

IF THE STUDENT DOES NOT WISH TO PURSUE THE MATTER



TO MAKE A REPORT



**RENNES SCHOOL OF BUSINESS**

**UNFRAMED THINKING**