

CEPA Code of Conduct

1. Introduction

Please keep in mind that as a participant on this study abroad program, you represent your home university, home country, CEPA, and the professors and staff who work to make this opportunity possible. While participating in a CEPA program, participants are expected to act in a way that is respectful to the local community, promotes the educational goals of the program, protects the safety of all participants in the group, and respects property, customs, and people. To achieve this, participants agree to abide by the following Code of Conduct.

The Code of Conduct outlines expectations designed to promote a safe, respectful, and enriching experience for all participants.

Any violation of this agreement will be met with appropriate disciplinary action, which may include actions including notifying the home institution, disciplinary probation, or dismissal from the program.

2. Participant Responsibilities

2.1 General Responsibilities

- 2.1.1 While CEPA makes every effort to inform you about the local laws of the host country along with precautions about safety, health, political situations, and cultural climate, you are ultimately responsible for understanding and abiding by the laws in your host country. Therefore, all participants are advised to inform themselves about the host country in addition to the pre-departure and/or orientation sessions associated with the program.
- 2.1.2 You are responsible for distancing yourself from any participation in activity that could be considered in violation of CEPA policies, your home institution Code of Conduct, local laws and rules & regulations established by local institutions and facilities.
- 2.1.3 You are asked to join CEPA in preserving the environment. This translates to choosing to: take short showers, turn off lights and appliances, sort your recyclables, buy local products, avoid using single-use plastics, avoid printing where you can, seek to consume the least possible energy, products, etc.

2.2 Communication

- 2.2.1 You are required to stay abreast of all communications from CEPA while you are abroad.
- 2.2.2 You are required to respond to all calls to action from CEPA Staff and Faculty, sent to you by phone, text, email or through the CEPA app.
- 2.2.3 In an emergency, you must call the Emergency Phone directly to request assistance. Text, App or email messages will not ensure a timely response or action. Once communication has been made, and CEPA and the caller are in

contact, other forms of communication can be established and agreed upon for follow-up.

2.3 Compliance with Rules, Regulations and Laws

Understanding the rules, regulations and laws that apply to you while abroad is essential to a successful program. Participants are subject to CEPA, home institution, and host country regulations and laws throughout the program.

- 2.3.1 You agree, while participating in this program, to abide by the CEPA program rules and guidelines, as well as those set forth by your home institution's Academic Policy and Student Code of Conduct and will adhere to all other applicable rules, regulations, and laws while participating in this program. You understand that any violation of the CEPA policies and procedures, as well as those of your home institution, including Academic Policies and Student Code of Conduct, and/or violation of the host country laws, could result in dismissal from the program and additional disciplinary action upon your return, including the possibility of being expelled from the host/home university. You understand that if you are disciplined and expelled from the program and/or asked to leave by legal authorities that you are financially responsible for all costs associated with your return to your home country/institution. Furthermore, you understand that you will not be refunded any monies that you have paid to CEPA and/or third parties or that you are obligated to pay any outstanding balances owed.
- 2.3.2 While you are in a foreign country, you are subject to all local laws and regulations. It is important to be aware that the protections afforded under U.S. law or laws of your home country are not available to you while abroad. All participants are subject to local laws, and legal proceedings for criminal or civil matters.
- 2.3.3 In the event you require legal representation in the host country, you understand you are responsible for seeking and acquiring legal representation. You are solely responsible for all legal fees.
- 2.3.4 You agree that if you no longer are participating in the program due to any reason, including but not limited to, being expelled or deciding to withdraw from the program, that you are an independent traveler, no longer affiliated with CEPA and its affiliated parties, and that you no longer benefit from services and support provided by CEPA.

3. Health, Safety & Risk

3.1 Personal Safety, Wellbeing, and Self-Care

- 3.1.1 Participants must be responsible for their personal safety and wellbeing.
- 3.1.2 You agree to take all prudent measures in relation to your own safety including, but not limited to, the proper use of safety devices (including seatbelts, harnesses, flotation devices and helmets) and obeying all posted signs and oral or written warnings regarding health and safety. This also includes:
 - Taking prescriptions as advised by your doctor,
 - Wearing culturally and weather appropriate attire,
 - Discussing any concerns or needs directly with CEPA Staff.
 - Practicing respectful listening

- Following all rules set forth by any CEPA staff, faculty, or guide in charge of the group.

3.2 Responsibilities and Assumption of Risk

- 3.2.1 You understand that when applying to the program, it is your responsibility to notify the responsible parties of any physical and/or medical reasons that may affect your participation in any activities, including physical activities.
- 3.2.2 You understand it is your responsibility to consult with a medical professional for any medical attention, such as vaccinations, you may need before leaving your home country.
- 3.2.3 You understand it is your responsibility to consult with your doctor prior to your departure to obtain any prescriptions and/or medications you will need for the duration of your trip. It is also your responsibility to research the laws of the host country regarding medications you plan to take into the country.
- 3.2.4 You are responsible for ensuring you are covered by an international health insurance plan, and responsible for researching and purchasing optional travel insurance. It is your responsibility to review the insurance policies and ensure that you are adequately covered for the lengths of the program including eventual earlier arrival to the host country or later departure to your home country. Furthermore, you understand that CEPA is not responsible for paying any costs such as co-pays, deductibles, etc. for medical expenses that you may incur. It is your responsibility to pay all outstanding balances owed to hospitals, clinics, and/or health care professionals for services rendered before the Program End Date.
- 3.2.5 You are responsible for determining what medical treatment you require, and while you may contact CEPA for advice, you understand that CEPA staff are not medical or legal professionals and will only advise you on how to contact medical professionals and set up care but are not authorized to determine what care you need. In case of your inability to make decisions for yourself, CEPA staff will act with an abundance of caution and seek emergency medical care on your behalf and contact your Emergency Contact to inform them.
- 3.2.6 You are aware that pre-existing conditions may not be covered by certain International Health Insurance plans. It is your responsibility to obtain appropriate health coverage.
- 3.2.7 You are responsible for exercising caution and common sense at all times to avoid injuries and losses. This includes but is not limited to observing traffic and safety rules pertaining to pedestrians, passengers and cyclists; remaining alert and paying utmost attention to traffic; using safety measures and devices, such as bike helmets or safety belts; maintaining possession and ensuring the safety of personal belongings; and monitoring the safety of the surrounding environment.

3.3 Accessibility and Accommodations

- 3.3.1 CEPA is committed to providing an inclusive and supportive program environment.
- 3.3.2 You understand that you are studying abroad in a country which may not have the same accommodations as those found in your home country and home institution. You recognize that CEPA will make every effort to provide reasonable accommodations where possible, but that CEPA is not obligated to provide accommodations that cannot be reasonably implemented.
- 3.3.3 Your study abroad program itinerary may include a range of activities and environments that could present physical challenges. These may involve extensive travel (including overnight travel and possible itinerary changes), various modes of transportation (such as cars, buses, planes, boats, or bicycles), walking long distances, navigating stairs or hills, standing or sitting for extended periods, waiting in lines, carrying or lifting personal luggage (up to 50–70 lbs.), encountering nonstandard meal times or unfamiliar foods, and experiencing limited access to medications or healthcare. Additionally, some CEPA facilities, including housing, classrooms, and sites of activities, may have limited barrier-free access and may not include elevators. CEPA asks all participants to thoughtfully assess their own comfort levels and physical abilities, and to take personal responsibility for identifying any potential limitations. If you anticipate difficulty with any aspect of the program, it is essential to notify CEPA as early as possible.
- 3.3.4 You are expected to submit all documents and supporting materials related to accommodation requests to CEPA by the established deadlines (if deadlines have been established for your program) to allow requests for accommodations to be considered. You should detail any type of physical, medical, and/or learning disability you wish to disclose to CEPA. All information is confidential and will only be shared with need-to-know personnel. CEPA will make every reasonable effort to explore and implement appropriate accommodations or alternatives to support your full participation.

4. Program Policies and Behavioral Expectations

4.1 Program Rules: In addition to applicable local laws and regulations, participants are expected to abide by the following program rules. Any of the following violations will result in disciplinary action:

- Criminal behavior and violation of local laws, including theft and vandalism
- Sexual harassment, disorderly, indecent, or obscene conduct
- Physical or verbal assault, sexual assault
- Violent or aggressive behavior
- Violation of the housing rules
- Violation of the rules in effect at the local facilities and institutions
- Abusive language or behavior towards staff, faculty, or program participants
- Violation of the Alcohol and Drug Policy
- Damage to facilities including but not limited to housing, partner institutions, hotels, or transportation vehicles
- Violations to academic standards of integrity including plagiarism and cheating

- Unauthorized use of facilities, host university, residence, sponsored transportation vehicles, and hotel rooms
- Falsification of documents or personal records submitted as part of the application, acceptance, and transcript of records process
- Inappropriate conduct, which hinders safe and efficient program administration

4.2 Alcohol and Drug Policy

- 4.2.1 Participants who choose to consume alcohol during their free time are responsible for their actions and safety at all times. You are required to abide by all local laws and recommendations regarding consumption. Alcohol consumption may affect individual and group safety; therefore, excessive alcohol consumption may be grounds for disciplinary action up to dismissal from the program. CEPA Staff and faculty have discretion to determine what qualifies as excessive alcohol consumption.
- 4.2.2 You are also subject to any policies and regulations of your home institution. CEPA strongly encourages you to read and abide by the set of rules established by your home institution concerning alcohol consumption.
- 4.2.3 Intoxicated participants are not allowed to take part in any program events, courses, excursions or activities and will not be eligible for a refund or compensation for missed events.
- 4.2.4 During program events, you are not permitted to purchase, bring or consume alcoholic beverages other than those chosen and served by CEPA staff. Alcohol can only be purchased and consumed during your free time, once the CEPA event has officially ended. Failure to comply with this policy may result in being expelled from the event and disciplinary action will be taken.
- 4.2.5 If you are participating in a “dry program”, no alcoholic beverages will be served by CEPA staff.
- 4.2.6 Use, consumption, attempted sale or purchase of any illicit or illegal drugs or assisting others to engage in such activity, is strictly prohibited and will not be tolerated even if permitted by local laws or by the laws of the Participant’s home country. Any violation may result in immediate expulsion.

4.3 Housing Policies

- 4.3.1 As a participant in the CEPA program, you are part of a shared living environment. All participants are expected to promote and support a safe, respectful, and enjoyable experience for everyone.
- 4.3.2 To maintain a peaceful and respectful living environment, you are required to maintain an appropriate noise level that does not disturb others, to maintain all private and shared spaces clean and tidy, keeping all exits, hallways, and shared spaces clear of clutter or personal items. You are responsible for alerting CEPA staff to any concerns, damage or suspicious activity they have witnessed.
- 4.3.3 Relationships and Respect: Being a good roommate takes effort. It is expected that you commit to this effort by showing empathy, communicating openly, and respecting differences in habits, culture, needs, and personality. Treat your fellow participants with kindness and consideration, giving everyone on the program an opportunity to have a positive experience. Respect others’ privacy

and personal property. Do not use or borrow others' belongings, including clothes, toiletries, food and electronics, without explicit permission.

- 4.3.4 Lifestyle: Be mindful of noise: keep music, phone calls, and conversations at a reasonable volume, especially during quiet hours. Smoking and vaping are not permitted inside any housing unit. Respect your roommates' needs and daily routines.
- 4.3.5 Cleanliness: Keep all shared spaces clean and tidy. Take personal responsibility for the messes you make and contribute to the overall cleanliness of the space. Participants must clean up all food items after meals, being especially careful of crumbs, food stains, and dirty dishes that can attract bugs.
- 4.3.6 To prevent fire hazards and ensure a safe environment for all residents, open flames are strictly prohibited. This includes candles, incense oil burners, and any other open flame. Smoking and vaping are not permitted in CEPA housing. Participants are not permitted to tamper or cover smoke detectors, fire alarms, or other safety equipment. Unauthorized appliances are not permitted in CEPA housing.
- 4.3.7 To promote electrical safety, it is required not to overload electrical outlets or power strips, to only use electrical devices, adapters, and converters that meet the safety standards of the host country. Participants must report any electrical malfunctioning and possible hazards to CEPA immediately.
- 4.3.8 To ensure personal safety and security, participants are asked to keep doors locked and to close and lock windows when absent. Unauthorized guests are not allowed to access CEPA housing. Participants should also not leave valuables unattended in common areas. It is strictly forbidden to access areas that are designated as "no access" or that are often associated with risks. This includes climbing or leaning on/off roofs, ledges, windowsills, restricted areas, etc.
- 4.3.9 Participants must follow any additional emergency procedures or evacuation instructions provided by CEPA or local housing personnel.
- 4.3.10 For safety and legal compliance, participants are not allowed to be in possession or use any of the following items in CEPA housing: weapons of any kind, illegal substances or drug paraphernalia, fireworks or explosive materials, or any appliance or equipment that poses a fire or electrical hazard. Participants are not permitted to bring animals into CEPA housing.
- 4.3.11 Failure to comply with the above policies will result in disciplinary actions as described in Article 6, including additional fees, notification to the home institution, or dismissal from housing or the program in severe or repeated cases.

4.4 Property Damage

- 4.4.1 You are financially responsible for any costs associated with property damage. This applies to, but is not limited to, damaged furniture, missing items, deterioration of walls, fixtures, and appliances, and not leaving CEPA housing in proper check-out condition.
- 4.4.2 You will be invoiced by CEPA for the costs associated with damage to housing.

4.5 Theft

- 4.5.1 Theft of any kind—whether from a roommate, another participant, program staff, local resident, or host institution—is strictly prohibited and may result in disciplinary action, including removal from the program and referral to local authorities.
- 4.5.2 Always secure your belongings and avoid leaving valuables unattended.

4.6 Collective safety

All participants have the right to feel safe, respected, and supported throughout the study abroad experience. CEPA maintains a no-tolerance policy for behavior that threatens the physical or emotional well-being of any individual or group. The following behaviors are strictly prohibited. Any participant found in breach of these guidelines may face disciplinary action, including removal from the program, notification of their home institution, and potential involvement of local legal authorities.

- 4.6.1 Discrimination: The unfair or prejudicial treatment of individuals based on race, ethnicity, nationality, gender, sexual orientation, religion, disability, age, or any other protected characteristic. Discrimination undermines the values of inclusion and respect and will not be tolerated in any form.
- 4.6.2 Bullying: Aggressive behavior that intends to intimidate, harm, or control another individual physically or emotionally.
- 4.6.3 Cyberbullying: bullying behavior conducted through digital platforms (e.g., social media, texting, messaging apps)
- 4.6.4 Harassment: Unwanted, offensive, or threatening behavior or communication that demeans or intimidates another person. Bullying, Cyberbullying and Harassment will not be tolerated in person or online.
- 4.6.5 Dangerous Behavior: Risky or reckless actions, such as climbing rooftops, jumping between buildings, or accessing restricted or unsafe areas. Participating in dangerous behavior or activities is strictly prohibited.
- 4.6.6 Disrespect of privacy: Respect for personal boundaries and privacy is essential in shared living and academic spaces. Do not enter someone's personal space without permission, go through others' belongings, take photos/videos without consent, or share private information without approval.
- 4.6.7 Verbal Assault: Verbal assault includes the use of language that is threatening, abusive, insulting, or intended to cause fear, intimidation, or emotional harm. This includes yelling, threats, slurs, and derogatory comments. Such conduct has no place in a respectful and inclusive environment.
- 4.6.8 Physical Assault: Any intentional act of physical violence or threat of violence toward another person is strictly prohibited. This includes hitting, pushing, grabbing, or any other form of unwanted physical contact. Physical assault is grounds for immediate disciplinary action and may involve legal consequences.
- 4.6.9 Sexual Assault: Sexual assault includes any unwanted or non-consensual sexual contact or behavior. Consent must be freely given, informed, and reversible at any time. Sexual assault is a serious violation of the code of conduct and will be handled with urgency, including reporting to local

authorities when appropriate. Support resources will be made available to all parties involved.

5. Inclusive Conduct

In alignment with CEPA's mission, inclusion and respect are fundamental to our learning community abroad.

- 5.1** As a member of the CEPA community, the local community where you are studying abroad and the community of your home institution, you pledge to uphold CEPA's dedication to creating an inclusive, respectful, and culturally aware living and learning environment where all participants, staff and partners feel welcome, valued and safe.
- 5.2** Respect for Cultural and Individual Differences: You join us in celebrating the diverse backgrounds, identities, and perspectives of our participants, staff, faculty, host communities, and partners. This includes but is not limited to differences in nationality, race, ethnicity, gender identity and expression, sexual orientation, age, religion, language, ability, and socioeconomic status. You will treat all individuals with respect and dignity.
- 5.3** Culturally Aware Engagement: You engage with host cultures in a spirit of openness, humility, and mutual respect. This means being mindful of local customs and values, and striving to understand different perspectives without judgment.
- 5.4** Equitable Participation and Representation: You will contribute to creating living and learning environments where all voices are heard and valued, and where disruptive, dismissive, or exclusionary behavior—whether toward peers, instructors, or host community members—which undermines the goals of study abroad is not tolerated.
- 5.5** No Tolerance for Discrimination and Harassment: You will refuse to participate in any form of abusive behavior, including discrimination, harassment, or bullying. This includes verbal, physical, or online conduct that demeans, threatens, or marginalizes others based on identity, background, or beliefs.
- 5.6** Inclusive Language and Communication: You will use respectful and inclusive language at all times, avoiding stereotypes, assumptions, or offensive humor. You will use people's correct names and pronouns and communicate in ways that are culturally sensitive and inclusive of all abilities and identities.

6. Disciplinary Process and Possible Outcomes

In the event that a participant is found to have violated the rules and regulations outlined in this Code of Conduct, the Disciplinary Process will be conducted with a commitment to fairness and due process before any decisions are made.

- 6.1** At the discretion of CEPA faculty or staff, an investigation may be conducted before disciplinary action is taken. CEPA will review the facts, hear from relevant parties, and determine outcomes consistent with program policy and institutional guidance.
- 6.2** Disciplinary action may include but is not limited to the following, any of which CEPA may take at any time in its sole discretion:

- **Written Warning:** CEPA may issue a letter or email to an individual participant or to a group of participants indicating that certain behavior or actions violate the Code of Conduct and must be corrected to avoid further disciplinary actions.
- **Notification to home institution:** CEPA may notify the participant's home institution of any violation of program policies.
- **Restitution:** Participant may be required to pay for damages or theft.
- **Loss of privileges:** Participants may be denied permission to participate in program activities or excursions, either permanently or for a designated period. No refunds will be given for missed activities.
- **Probation:** Participants may be given a disciplinary probation in the case of inappropriate behavior or actions. CEPA will establish the length and conditions of the Probation in function of the severity and nature of the violation(s). Failure to abide by the conditions of the Probation could result in Housing Termination or Dismissal.
- **Housing termination:** CEPA may remove any participant from the residence and/or the program due to violation of the code of conduct. In this case, the participant is responsible to find their own housing at their own expense. No refunds for housing payments will be given.
- **Dismissal:** Participants may be permanently expelled from the study abroad program. The dismissed participant will not receive a refund of any kind. Termination of participation does not diminish or otherwise affect the participant's obligation to make all payments related to the study abroad program. Dismissed participants will not receive grades or transcripts and further may be required to reimburse their home university for financial aid received. The home university may take appropriate action in response to dismissal, such as denying registration, suspension, or dismissal from the home university.