



European School LLC

შპს ევროპული სკოლა

Crisis Management Policy



Review frequency: Annual

Policy written by: Lawyer / Head of Human Resources

Policy written in: March, 2020

Last review date: December, 2024

Last reviewed by: Legal Division/Human Resources Management Division/HSE Division

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Section I. General Provisions

Article 1.

1. This Policy applies to European School LLC (hereinafter referred to as European School) and defines general rules of conduct at European School during crisis, to create integrated response system and ensure safety of European School students/kindergarteners and employees.

2. European School students/kindergarteners and employees involved in school activities and learning/educational process shall read this Policy and act on the basis of provisions thereof.

3. This Policy applies to all European School students, kindergarteners and employees regardless of any sign and circumstances.

Section II. Definitions

Article 2.

For the purposes of this policy, the terms used herein have the following meanings:

European School – European School LLC.

Employee – for the purpose of this Policy: an individual having labor relations with European School, as well as natural person performing work under relevant service agreement with European School.

Student – learning at a European school's general education program on the basis of relevant agreement.

Kindergartner – Pupil of the European School Preschool Education Center - European kindergarten pupil.

Legal representative of student/kindergartner – parent, guardian, or other trustee of the student/kindergartner.

Crisis – circumstances in the country and/or European School as a result of natural disaster, fire, emergency, catastrophe or other disasters, spread of various diseases, pandemic, as well as use of military equipment, causing obstruction of normal conditions for human lives and activities, threats to life and health, losses for population or damage to the environment.

Ad Hoc Commission – working group established at the initiative of European School's official within reasonable time after occurrence of the crisis, defining European School's action plan.

Rule – particular crisis management plan, describing in detail the action plan of the Ad Hoc Commission of European School based upon recommendations of relevant competent authorities.

Online/Electronic Learning – modification of traditional form of education, implying switching to distance learning through electronic platforms, enabling teachers to conduct

classroom activities through relevant platforms, and enables students to obtain knowledge and be fully involved in classroom activities in a timely and effective way, in accordance with applicable curriculum.

Section III. Crisis management Procedures

Article 3.

1. Within reasonable time after occurrence of the crisis in the country and/or European School, the school official sets up an Ad Hoc Commission comprising representatives of academic and administrative teams (if necessary).

2. Ad Hoc Commission shall be set up on the basis of relevant order issued by European School's official, defining names and positions of Commission members.

3. Ad Hoc Commission shall as required and determine necessary actions.

4. Members of the Commission shall submit views in connection with crisis management and European School's uninterrupted operations.

5. Decisions of the Commission shall be reflected in the minutes of the Commission meeting and signed by all members.

6. Each member of the Commission shall fulfill duties assigned under decisions of the Commission.

Article 4.

1. Notices regarding crisis occurrences shall be sent to legal representatives of students/kindergartners through email, who shall monitor electronic mail on a daily basis to obtain adequate information. In special cases, mobile phones and social networks may be used to disseminate information quickly.

2. From the moment of occurrence of the crisis and in accordance with relevant provisions of this Policy, European School employees shall make themselves available and relevant responsible persons shall attend meetings of the Ad Hoc Commission.

3. European School employees shall inform the management about their location during crisis and send immediate notification if such locations are changed, to enable European School to take relevant actions.

4. In addition to members of the Ad Hoc Commission, other School employees shall also follow recommendations / instructions of the management regarding rules of conduct during crisis and submit weekly reports on fulfilled instructions to immediate supervisors.

Article 5.

1. During the crisis, decisions (if any) to change the working schedule and relevant rules shall be made by School Director through relevant order.

2. School Director shall, as required, consider recommendations / instructions issued by competent state authorities.

3. in case changes are made to the rules of working of the School employees during the crisis, e.g. in case of switching to distance mode, following details shall be specified in the relevant order of the School Director:

3.1 decision of changes to working conditions;

3.2 duration of changes;

3.3 specific changes to working conditions;

3.4 possible changes to working hours and/or if such period shall be equal to employee vacation;

3.5 general rules to be followed by European School employees in case of changes to working conditions.

4. If decision is made by School Director to declare quarantine, work shall be performed and interim issues clarified/agreed upon from the place of residence of employees through e-mail, except for such cases when, based on work requirements, employees shall appear to School at management decision.

5. In any case, European School employees shall submit weekly performance reports to immediate supervisors.

Article 6.

1. European School may switch to online/electronic learning as required and based on existing circumstances.

2. In such case, each program coordinator and head of program/department shall prepare guidelines in Georgian and English languages specifying, in adequate detail, rules and particulars of online/electronic learning and instruction for using relevant online platform.

3. Such guidelines, together with relevant notices, shall be sent via email to legal representatives of each student/kindergartner and students themselves, to provide them with relevant information and technical means prior to switching to online mode.

4. Switching to online learning shall not mean making changes to European School's curriculum. Learning shall continue in accordance with established schedules.

5. Decisions on changes required to European School's curriculum shall be made by School Director.

Article 7.

1. European School shall, from the moment of crisis occurrence and together with relevant responsible persons, ensure dissemination of information regarding preventive measures, printing/preparation of information bulletins and posting on School premises (if necessary).

2. European School is empowered to make decisions, from the moment of crisis occurrence and together with relevant responsible persons, conduct the so-called Anti-Stress Campaign for students/kindergartners and their legal representatives.

3. Special control shall be established on access to School premises for third parties, including parents.

4. Management of the School shall ensure relevant trainings for employees and awareness on the specifics of the crisis.

Article 8.

1. Information regarding decisions made during the crisis shall be disseminated in a timely and detailed manner through European School's social networks to ensure adequate public awareness.

2. Relevant persons shall develop special action plans about promotional projects of the School to avoid interference of the crisis with public awareness about European School and prevention of implementation of scheduled events. Ongoing / planned projects may be performed online/electronically at the decision of European School's management.

3. All decisions by European School during the crisis shall be legally grounded and in accordance with applicable legislation.

Section IV. Final Provisions

Article 9.

Each student/kindergartner, their legal representatives and employees shall, from the moment of occurrence of circumstances set out in this Policy up until their elimination, act with exceptional responsibility with regard to fulfillment of assigned duties, to support elimination of each crisis and reduction of risks.