

Annex 4:

Compliance Matrix

(Last Updated on IC 2024 July)

Table of Content

1. Introduction	2
2. Risk Types	2
3. Violations	3
3.1. MC Responsibilities	3
3.2. ECB Responsibilities	5
3.3. Experiential Leadership Development (ELD)	7
3.3.1. ICX	8
3.3.1.1. Opened Opportunity	9
3.3.1.2. Approved	11
3.3.1.3. Remote-Realized	11
3.3.1.4. Realized	12
3.3.1.5. Finished	14
3.3.2. OGX	14
3.3.2.1. Approved	15
3.3.2.2. Remote-Realized	15
3.3.2.3. Realized	16
3.3.2.4. Finished	16
3.4. Engagement with AIESEC (EwA)	17
3.5. Life-Long Connection (LLC)	19
4. Sanctions	19

1. Introduction

- 1.1. The Compliance Matrix supports the identification of Violations of the AIESEC Portfolio Internal Policies. For each policy, there should be at least one violation associated.
- 1.2. The Compliance Matrix can not be edited or changed by an entity.

2. Risk Types

- 2.1. The violations can correspond to one or more of the following risks:
 - 2.1.1. Risk of Continuity: Violations that can affect the existence of MC/LC (closing entities).
 - 2.1.2. Financial Risks: Anything that has an impact on cash flow.
 - 2.1.3. Performance Risk: Anything that indicates an entity is performing less than it could.
 - 2.1.4. Reputational Risk: Anything that could damage the AIESEC image and brand.
 - 2.1.5. Legal Risks: Anything that could involve a third legal party (lawyer, embassy...).
- 2.2. For each violation, there is a level of severity assigned, based on the number of risks the violation is related to.
 - 2.2.1. Violations related to 1 type of risks are considered severity level 1
 - 2.2.2. Violations related to 2 types of risks are considered severity level 2
 - 2.2.3. Violations related to 3 types of risks are considered severity level 3
 - 2.2.4. Violations related to 4 types of risks are considered severity level 4
 - 2.2.5. Violations related to 5 type of risks are considered severity level 5
 - 2.2.6. If a violation is related to the risk of continuity, it is automatically considered level 5 because of the nature of the risk.

3. Violations

3.1. MC Responsibilities

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Brand Policies: No using the most recent version of the recommended Blue Book.	MC	2				X	X	3.4.1.2
Brand Policies: Partner or Collaborate with Organizations that do not align with the AIESEC Brand Values and Vision.	MC	2				X	X	3.4.1.13
Education: AIESEC Members not being Educated on the APIP within the First Month after Joining.	MC	3			X	X	X	8.5.5.1.
Education: AIESEC Members not being Educated on the APIP.	MC	4		X	X	X	X	8.5.5.
Education: MC not creating an APIP Education Plan for Members in Cooperation with the ECB at the Beginning of the Semester following the Minimums.	MC	4		X	X	X	X	8.5.5.4.
Education: MC not educating the Plenary on the Latest APIP Policies.	MC	3			X	X	X	5.3.3. and 8.5.5.6.
Education: MCPs and LCPs not being Educated on the APIP at the Start of their Term.	MC	3			X	X	X	8.5.5.2.
MC not covering and following the Compensation Timeline agreed during the Case Solution and the Policies written in the Document.	MC	3			X	X	X	5.6.1.4.
MC not ensuring that Contracts are in total Agreement with the AEPP and APIP, as well as the Local/National Labour/Migration Regulations.	MC	4		X	X	X	X	5.6.1.1.
MC not following the ECB Chair Dismissal/Resignation Process.	MC	1				X		8.3.
MC not following the ER Principles.	MC	3			X	X	X	Annex 11
MC not having a MC ECB Responsible.	MC	4		X	X	X	X	8.3.2.3.
MCR not taking over the ECB Responsibilities if there is no ECB Chair.	MC	4		X	X	X	X	8.3.3.4.3.
MC not having an ESC Chair or Ethics Responsible.	MC	4		X	X	X	X	1.3.3.2.
MC not having an Established ECB with a Minimum of an ECB Chair.	MC	4		X	X	X	X	5.3.2.1. and 8.3.2.2.
MC not promoting, educating, supporting and reporting the practices stated in Whistleblowing and Harassment Protocols for Stakeholders.	MC	3			X	X	X	5.6.1.14.
MC not providing Education and Assistance on Complaint Procedures.	MC	3		X		X	X	5.6.1.3.
MCP not presenting the ECB Chair to the National and Global Plenary.	MC	2				X	X	8.3.4.1.1.
MCR not being Responsible for the ECB Audit System if there is no ECB Chair.	MC	4		X	X	X	X	8.4.3.2.2.

PHAV: PHAV Committee not following the correct process when dealing with a Case.	MC	3		X		X	X	Annex 1, 5.2.5.
PHAVC: Contacts of the PHAV Committee not available to the National and Global Plenary.	MC	3			X	X	X	Annex 1, 5.2.1.
PHAVC: Not having a correctly formed Prevention Harassment and Anti-Violence Committee.	MC	5	X	X	X	X	X	1.3.3.2. and Annex 1, 5.2.1.
PHAVC: Not spreading the Protocol and not providing appropriate training for Members.	MC	3			X	X	X	Annex 1, 5.5.
PHAVC: PHAV Committee not investigating a reported case.	MC	3			X	X	X	Annex 1, 5.1.5.
Safety Protocol: Ensures that AIESEC Members sign a Contract before travelling abroad under Activities with AIESEC.	MC	3		X		X	X	3.2.12.1.1.
Safety Protocol: Global Safety Guideline is not implemented for all AIESEC activities.	MC	3		X	X		X	3.2.2.
Safety Protocol: MC not having a relationship with a lawyer, a PR agency or/and other parties in case of emergencies.	MC	4		X	X	X	X	8.2.14.1.
Safety Protocol: MC not having Safety Management Guidelines for Members.	MC	5	X	X	X	X	X	3.2.13.2.1.
Safety Protocol: MC not reviewing the Safety Guideline during Planning and Re-Planning.	MC	4		X	X	X	X	3.2.7.
Safety Protocol: Not having a written agreement on the responsibility and liability condition of AIESEC Activities from participants.	MC	2		X			X	3.2.13.1.3.
Safety Protocol: Not Having a Health Management Plan.	MC	4		X	X	X	X	3.3.2.
Safety Protocol: Not Having an Internal and External Risk Assessment and Management Plan.	MC	4		X	X	X	X	3.3.3.
Safety Protocol: Not Updating the SOPs to the External Context.	MC	3		X	X		X	3.3.1.2.
Safety Protocol: Not Educating Members on Health and Safety Measures.	MC	4		X	X	X	X	3.3.1.3.
Safety Protocol: Not Informing Stakeholders about the Health and Safety Measures.	MC	3		X	X		X	3.3.1.4.

3.2. ECB Responsibilities

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
AC: ECB Chair not reporting the Quarterly Audit Results to ICB.	ECB	3		X	X		X	8.4.3.2.4.1.
AC: Not having an ECB Audit System that follows the Minimums.	ECB	4		X	X	X	X	8.4.3.1.1.
CM: ECB Chair implementing new Sanctions without them being legislated in the National Compendium.	ECB	3			X	X	X	Annex 4, 4.4.2.
CM: ECB Chair not defining a Timeline of Implementing each Sanction.	ECB	3			X	X	X	Annex 4, 4.4.3.
CM: Editing or Changing the Compliance Matrix.	ECB	3			X	X	X	Annex 4, 1.3.
CM: Implementing Monetary Sanctions without being Approved by ICB. (After IPM 2023)	ECB	3			X	X	X	Annex 4, 4.3.5.1.
CS: ECBs not managing Consultancy Requests from their National Plenary.	ECB	3			X	X	X	8.6.3.2.
CS: EXPA Management: ECB not managing Break Requests from their Entity.	ECB	3			X	X	X	8.6.4.1.
CS: EXPA Management: ECB not managing EXPA Change Requests from their Entity.	ECB	3			X	X	X	8.6.4.4.
CS: EXPA Management: ECB not managing Extension Requests from their Entity.	ECB	3			X	X	X	8.6.4.2.
CS: EXPA Management: ECB not managing Finish-Early Requests from their Entity.	ECB	3			X	X	X	8.6.4.3.
CS: Not following the CS Minimums.	ECB	4		X	X	X	X	8.6.2.
CSF: ECB not following the ICB Consultancy Process Correctly.	ECB	1				X		6.9.5.8.
CSF: ECBs not following the ECB to ECB Stage correctly.	ECB	3		X		X	X	6.9.4.
CSF: ECBs not following the Official Case Application Process correctly.	ECB	3		X		X	X	6.9.5.5.
Dismissal E-Mail of ECB Chair not Following the Minimums.	ECB	1				X		8.3.6.1.5.
ECB Chair 12 Month Term not Starting in August. (After IC 2024)	ECB	4		X	X	X	X	8.3.4.1.4.2.
ECB Chair 6 Month Term not Starting in February or August. (After IC 2024)	ECB	4		X	X	X	X	8.3.4.1.4.1.
Not registering with the ICB CRM with updated Contact Information.	ECB	3		X		X	X	8.3.3.3.1.
ECB Chair not creating, signing and submitting an ECB Establishment Letter.	ECB	4		X	X	X	X	8.3.3.3.1.
ECB Chair not filling out the ICB Survey quarterly.	ECB	3			X	X	X	8.3.3.3.4.
ECB Chair not reporting and representing the Board in National Legislation.	ECB	2				X	X	8.3.3.3.3.

ECB Chair not reporting on the Planning and Achievements semesterly.	ECB	3			X	X	X	8.3.3.3.5.
ECB Chair Selection Process not including 1 MC Member and Current ECB Chair.	ECB	1					X	8.3.4.1.2.
ECB Team Member Selection not including the ECB Chair and 1 MC Member or LCP or ICB Representative.	ECB	1					X	8.3.4.2.1.
ECBs not delivering an Education Cycle about the APIP.	ECB	4		X	X	X	X	8.3.3.2.2.
ECBs not offering Consultancies when Requested.	ECB	2			X	X		8.3.3.2.1.
ECBs not providing Quarterly Reports to the National Plenary.	ECB	3			X	X	X	8.3.3.1.
Not following the Guideline downscaled by ICB to request a Break Status.	ECB	3			X	X	X	2.4.2.5.
Not formalising the resignation of ECB Members by email to the ECB Chair and MC ECB Responsible.	ECB	3			X	X	X	8.3.5.1.1.
Not formalising the resignation of the ECB Chair by email to the MCP, MCR, ICB TL BD and ICB Chair.	ECB	3			X	X	X	8.3.5.1.2.
OCA: ECB not Following the Official Process of the OCA.	ECB	3			X	X	X	Annex 5, 2.
OCA: Not trying to Solve the Case on Local and ECB Level before Sending it to ICB.	ECB	3			X	X	X	Annex 5, 1.1.
OCCA: Complaint from EP and OP going unprocessed by HE/SE for more than 5 Days, after Complaint was sent to ICB.	ECB	4		X	X	X	X	Annex 10, 1.1.
OCCA: ECB not following the Official Process of the OCCA.	ECB	3			X	X	X	Annex 10, 3.
OCCA: ECBs not investigating the OCCA within 24 hours of receiving the Complaint.	ECB	4		X	X	X	X	6.9.5.2.3.
ECB Chair receiving 3 Strikes from the ICB Strike System in the same term.	ECB	4		X	X	X	X	8.3.6.2.8.

3.3. Experiential Leadership Development (ELD)

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
CSF: Cases reported to the ECB not following the Complaint and Case Solving Flow Section.	ELD	3		X		X	X	8.6.3.
CSF: LCs not following the LC to LC Stage in the Case Solving Flow Section.	ELD	3		X		X	X	6.9.3.1.4.
EPM not supporting the EP before, during and after the AIESEC Exchange.	ELD	3			X	X	X	6.2.6.1.
Fully Remote: Changes to Opportunity Benefits not formalised with written Confirmation from EP-OP and with HE and SE in the Loop.	ELD	3		X	X	X		6.4.2.3.6.
Fully Remote: EP not being invited to at least 2 Networking Events during their Experience and not respecting the Minimums.	ELD	2			X	X		6.4.2.4.1.
Fully Remote: Running the Remote Feature without passing the Eligibility Audit.	ELD	4		X	X	X	X	6.4.2.1.3.
GTa/e - Mid+Long: Not communicating with the EP at least Arrival and then once a Month.	GTa/e	2			X	X		6.6.6.1.1.2. and 6.6.6.1.1.3.
GTa/e - Short and GV: Not communicating with the EP at least at Arrival and Middle and Final Week.	ELD	2			X	X		6.6.6.1.1.1.
In Case of Crisis not check the Safety Status of all the EPs.	ELD	3			X	X	X	6.2.4.3.
Members involved with Exchange not having an active EXPA account and aiesec.net E-Mail.	ELD	2				X	X	4.2.2
Not delivering the AIESEC Exchange Standards.	ELD	4		X	X	X	X	6.6.6.1.4.
Not ensuring the Dispute and Complaint Channels are always available for EPs and OPs.	ELD	3			X	X		6.6.6.1.5.
Not Ensuring that EPs and Opportunities of a Member that left AIESEC are reassigned on EXPA to another Person.	ELD	3			X	X	X	4.2.2.1.
Not following the Process of Cancelling an Approval Procedure correctly.	ELD	3		X	X	X		6.5.6.
Not following the Process of Cancelling Realization Procedures correctly.	ELD	3		X	X	X		6.6.7.
Not following the Process of Cancelling the Remote Duration correctly.	GTa/e	3		X	X	X		6.4.2.9.
Not following the Process of Extending the Remote Duration correctly.	GTa/e	3		X	X	X		6.4.2.10.
Not following the Process of Finish Realization Earlier procedures correctly.	ELD	3		X	X	X		6.7.
Not following the Process of Finish Remote Realization Earlier correctly.	ELD	3		X	X	X		6.4.2.11.
Not following the Process of the Extension Protocol correctly.	ELD	3		X	X	X		6.8.
Not have a Plan to comply with the current AIESEC Exchange Standards.	ELD	4		X	X	X	X	6.3.3.3.

Not having all of the Costs related to the Exchange disclosed in the OP Contract or Agreement.	ICX	3		X		X	X	6.3.3.5.
Not Having an Exchange Standard Tracker.	ELD	4		X	X	X	X	5.2.2.2.8. and 5.2.2.3.8.
Not provide Information and Assistance on Complaint Procedures to all EPs and OPs.	ELD	4		X	X	X	X	6.2.4.1.
Not refusing a Company or Organization that does not fulfil the OP Criteria.	ELD	2			X		X	5.5.2. and 6.4.2.3.3.1.
Not refusing a person as an EP that does not fulfil the EP Criteria.	ELD	2			X		X	5.4.2.
Not responding to Complaints within 2 Working Days.	ELD	3		X		X	X	6.6.6.1.5.
Not Tracking the Exchange Standards Delivery.	ELD	3		X		X	X	5.2.2.2.8. and 5.2.2.3.8.
Partly Remote: Not providing a Preparation Space and respecting the Minimums.	GTa/e	2		X		X		6.4.2.7.2.3.
Partly Remote: Not tracking the 3 Virtual Standards.	ELD	3		X	X	X		6.4.1.2.13.1.
Running GV without passing the Resumption Audit.	GV	4		X	X	X	X	5.2.4.3.3.2.8.
Safety Protocol: EPs not travelling with the right Visa.	ELD	3		X	X		X	3.3.4.4.

3.3.1. ICX

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Applicants not receiving a response and not being updated on EXPA.	ICX	1				X		5.2.2.2.9.
Charging either 70% or 100% of the Price to a NGO or Third Party Funder.	iGV	3		X		X	X	5.2.4.3.3.2.1. and 5.2.4.3.3.2.2.
Contract with OP not Respecting the Minimums.	ICX	5	X	X	X	X	X	5.2.2.2.1.
Contracts not revised and approved by an external Lawyer.	ICX	4		X	X	X	X	5.2.2.2.14.
Global Host: Global Host Responsible not signing an MoU with AIESEC.	ICX	3		X	X	X		5.2.2.2.10.
Global Host: Not having a Plan B for Global Host.	iGV	3		X	X	X		5.2.4.3.2.3.
Global Host: Running Global Host without Having a MoU that Respects the Minimums.	ICX	3		X	X	X		5.2.2.2.10.
ICX not informing all Stakeholders involved about the Minimums under 6.6.4.8.	ICX	2				X	X	6.6.4.8.

Not Communicating with the Sending Entity.	ICX	1			X			6.2.4.4.
Not educating OPs on the AIESEC Exchange processes.	ICX	3		X		X	X	6.2.5.3.
Not educating the OP on the AIESEC Exchange Standards before the EP's Approval.	ICX	3		X		X	X	6.3.3.4.
Not having a Common Financial Modell across all LCs.	iGV	3		X		X	X	5.2.4.3.3.2.3.
Not Reviewing and Updating the Risk Management Plan every Quarter.	iGV	4		X	X	X	X	5.2.4.3.4.1.
Opportunities not being chosen from the Global GV Portfolio.	iGV	2			X	X		5.2.4.3.3.2.6.
Safety Protocol: Not having Safety Management Guidelines for EPs.	ICX	5	X	X	X	X	X	3.2.13.2.1.
Safety Protocol: Not Having a Plan B for Global Host.	ICX	3		X	X		X	3.3.4.1.
Safety Protocol: Not Educating the Global Host Host.	ICX	3		X	X		X	3.3.4.2.
Safety Protocol: OP Contracts not Updated with the Current Context.	ICX	4		X	X	X	X	3.3.4.5.
Safety Protocol: Not Having a Section in the IPS informing the EP about Health and Safety.	ICX	3		X	X		X	3.3.1.1.

3.3.1.1. Opened Opportunity

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Accommodation: Not stating clearly the Accommodation Provision on EXPA.	ICX	3		X		X	X	2.6.3.7.
Charging an EP.	iGTa/e	3		X		X	X	5.2.2.2.6.
Duration: Not Ensure the Duration is according to the Programme Minimums.	ICX	3		X		X	X	2.6.3.13.
Fake Opportunity: Opportunity is opened on EXPA but there is no Contract with OP.	ICX	5	X	X	X	X	X	2.4.3.3.
Fake Opportunity: Opportunity is running Partly Remote but is not tagged Partly Remote.	iGTa/e	5	X	X	X	X	X	2.4.3.2.
Fake Opportunity: Opportunity is running Remotely but is not tagged Remote.	iGTa	5	X	X	X	X	X	2.4.3.1.
Fully Remote: Applying the Remote Feature to GTe or GV.	iGTa	2		X			X	6.4.2.1.1.
Job Description: Not stating clearly the Responsibilities and Goals to the OP of the Opportunity on EXPA.	ICX	3		X		X	X	2.6.3.11.
Not Charging the Opportunity Provider.	iGTa/e	2		X	X			5.2.2.2.5.
Not deciding on the Selection Process with the OP.	ICX	2			X	X		6.2.5.1.
Not ensuring EP is supervised and evaluated by one or more full-time Employees of the Opportunity.	iGTa/e	1				X		5.3.2.2.6.
Not providing a Salary for Opportunities that last longer than 8 Weeks.	iGTa	3			X	X	X	5.3.2.2.9.

Not providing a Salary or Accommodation for Opportunities that are between 6 and 8 Weeks.	iGTa	3			X	X	X	5.3.2.2.8.
Not providing a Volunteer Experience.	iGV	1				X		5.3.2.4.1.
Not providing an Internship.	iGTa/e	1				X		5.3.2.2.1.
OP or Third Party Funder not providing Accommodation.	iGV	2				X	X	5.3.2.4.7.
Opening an Opportunity more than a Year in advance.	iGV	1			X			5.2.4.3.1.5.
Opportunity Benefits: Opportunity not providing a Salary.	iGTe	3		X		X	X	5.3.2.3.8., 6.4.1.2.1. and 6.4.2.3.5.
Opportunity Benefits: Salary for EPs not covering the Basic Living Costs.	iGTa/e	3		X		X	X	5.2.2.2.11.
Opportunity is not about Teaching specific Subjects and/or Languages.	iGTe	3		X		X	X	5.3.2.3.2.
Opportunity not hosted by an External Organization. AIESEC is OP.	ICX	5	X	X	X	X	X	5.2.2.2.1. and 6.4.2.3.3.
Opportunity not related to a Social Project that is designed for Impact and directly contributes to one of the SDG.	iGV	3		X	X	X		5.3.2.4.2.
Opportunity not related to Business Administration, Business Development, Marketing, Finance, IT or Engineering.	iGTa	3		X		X	X	5.3.2.2.2.
Opportunity on EXPA not following the Opportunity Guide.	ICX	3		X	X	X		5.2.2.2.4.
Opportunity Provider not Signing a Contract with AIESEC.	ICX	3		X		X	X	5.2.2.2.1.
Opportunity Provider not the same on EXPA.	ICX	2		X		X		5.2.2.2.2.
Partly Remote: Applying the Partly Remote Feature to GV.	iGTa/e	2		X			X	6.4.1.1.3.
Partly Remote: Not Providing written Information to the EP about the Duration.	iGTa/e	3		X		X	X	6.4.2.7.2.2.
Partly Remote: Opportunity Duration is not Minimum 3 Months.	iGTa/e	2		X			X	6.4.1.1.4.
Partly Remote: Opportunity not starting Remotely before Realization.	iGTa/e	3			X	X	X	6.4.1.1.1.
Partly Remote: Period in between the Remote Part and a Physical Part exceeds 4 Weeks.	iGTa/e	2		X			X	6.4.2.8.1.3.
Partly Remote: Remote Part of the Opportunity is more than Half of the Duration.	iGTa/e	3		X		X	X	6.4.1.1.5.
Working Hours: Not Ensure the Working Hours are according to the Programme Minimums.	ICX	3		X		X	X	2.6.3.12., 5.3.2.4.9., 5.3.2.2.11. and 6.4.1.1.7.

3.3.1.2. Approved

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Expectation Setting: Not providing EP with Basic Information regarding the Country of their Exchange.	ICX	2			X	X		2.6.3.4.
Fake Approval: EP is marked as Approved on EXPA but has no intention of going on Exchange.	ICX	5	X	X	X	X	X	2.4.2.1.2.
Fake Approval: EP is marked as Approved on EXPA but the Slot Start Date has Passed with the EP not intending to go on exchange.	ICX	5	X	X	X	X	X	2.4.2.1.3.
Fake Approval: EP is processed outside of the platform.	ICX	5	X	X	X	X	X	2.4.2.1.4.
Fully Remote: Salary not clearly stated in the Contracts signed by the EP and OP prior to the Approval of the EP.	iGTa	2				X	X	6.4.2.3.5.1.
Not communicating the Registration Timelines and Requirements to OGX and the EP within 2 Weeks from Approval.	ICX	2			X	X		6.5.4.6.
Not providing the EP with Contacts of their EPM within 1 Week after the Approval.	ICX	2			X	X		6.5.4.3.
Not providing the EP with Information respecting the Minimums within 2 Weeks after Approval.	ICX	2				X	X	6.5.4.2.
OP and EP not signing a Contract with each other.	iGTa/e	3			X	X	X	5.2.2.2.12.
Partly Remote: EP not acknowledging that they are liable for any Legal Registration or Tax Responsibilities before Approval.	iGTa/e	2		X			X	6.4.1.2.4.
Partly Remote: No Agreement between EP and OP about the Salary Payment Chosen before Approval.	iGTa/e	2		X			X	6.4.1.2.2.
Visa and Work Permit: Not providing the EP with an Invitation Letter, Visa Information and Document within 2 Weeks after Approval.	ICX	3		X	X	X		2.6.3.5. and 6.3.2.3.2.

3.3.1.3. Remote-Realized

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Fully Remote: Working Hours not agreed upon by EP and OP before the Beginning of the Internship.	iGTa	2		X		X		6.4.2.3.2.1.
Fully Remote: Not marking an EP as Remote Realized when they had their Virtual First Day of Work.	iGTa	1				X		6.4.2.1.5.1.2.

Partly Remote: Not hosting a Virtual "First Day of Work" Space on the First Day of the Remote Part of the Internship.	iGTa/e	2			X	X		6.4.2.8.4.2.
Partly Remote: Not hosting a Virtual IPS and respecting the Minimums.	iGTa/e	2			X	X		6.4.2.7.2.1.
Partly Remote: Not offering a Virtual Meeting with EP before starting the Remote Experience.	iGTa/e	2			X	X		6.4.1.3.4.
Partly Remote: Not offering a Virtual Meeting with EP in the First Week of the Remote Internship.	iGTa/e	2			X	X		6.4.1.3.5.
Partly Remote: Not ensure that the OP provides at least One Space to align at the Beginning of the Remote Part.	iGTa/e	1			X			6.4.1.4.2.
Partly Remote: Not marking an EP as Remote Realized when they Start the Remote Phase.	iGTa/e	2			X	X		6.4.1.1.9.5.
Partly Remote: Not providing an Expectation Setting that respects the Minimums.	iGTa/e	2			X	X		6.4.1.3.2.
Partly Remote: Not arranging and ensures the Attendance of the EP to their First Remote Day of the Internship.	iGTa/e	1				X		6.4.1.4.1.

3.3.1.4. Realized

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Accommodation: Not providing the Minimums and/or supporting the EP with the Accommodation.	ICX	3		X		X	X	2.6.3.7.
Alignment Spaces with OP: Not Ensure that the OP provides a Meeting to align with the EP.	ICX	2			X	X		2.6.3.10.
Arrival Pick Up: Not providing written Proof about the Agreed Pick-up Point at least 3 Days before Arrival.	ICX	3		X		X	X	2.6.3.6. and 6.5.4.5.
Duration: Not ensuring the Duration is the Same as on EXPA.	ICX	1			X			2.6.3.14. and 6.4.1.4.4.
Fake Realized: EP is marked as Realized on EXPA but did not have their First Day at Work.	ICX	5	X	X	X	X	X	2.4.2.2.1.
First Day of Work: EP is not transported in Person to their First Day of Work.	ICX	1				X		2.6.3.9.
IPS: Not hosting an IPS which respects the Minimums, after the EP arrives and before the First Day of Work.	ICX	2			X	X		6.6.4.1., 6.4.1.3.3., 2.6.3.8. and 3.3.1.1.
Job Description: Not Ensure that the Job Description is the same as on EXPA.	ICX	3		X		X	X	2.6.3.11.
Not ensuring EPs deliver on Activities required under the MoO Report.	ICX	2			X	X		7.2.4.3.1.6.

Not ensuring that the EP registers within 1 Week from its Arrival at the Embassy.	ICX	3			X	X	X	3.2.13.1.1.
Not ensuring the EP is aware of the Expectations on the First Week of Realization.	ICX	3			X	X	X	6.6.4.7.
Not ensuring the EP receives Performance-Related Feedback from the Organisation on a Regular Basis.	ICX	2			X	X		6.6.4.9.
Not keeping EPs in the Country or Territory updated in case of any Safety Issue.	ICX	2		X		X		6.6.4.12.
Not provide Assistance to open a Bank Account and converting Money.	ICX	2		X		X		6.6.4.2.
Not providing an Introduction to the Local AIESEC Members, the AIESEC Local Committee (LC), Reality and Culture.	ICX	1				X		6.6.4.5.
Not providing Assistance in dealing with Housing Agreements and Landlords.	ICX	2			X	X		6.6.4.6.
Not providing Information about Local Cultural Norms, Location and Guidance for use of General Services.	ICX	1				X		6.6.4.4.
Not providing Opportunities for the EP to become involved in AIESEC Activities.	ICX	1			X			6.6.4.10.
Not providing support on Registration with relevant Local Authorities.	ICX	3		X		X	X	6.5.4.6.
Opportunity Benefits: Not Ensure that the Benefits stated on EXPA are delivered.	ICX	3		X		X	X	2.6.3.14.
Partly Remote: Not arranging and ensures the Attendance of the EP to their First Physical Day of the Internship.	iGTa/e	1				X		6.4.1.4.1.
Partly Remote: Not ensure that the OP provides at least one Space at the Beginning of the Physical Part of the Experience to Review.	iGTa/e	2			X	X		6.4.1.4.2.
Partly Remote: Not having Monthly Review Meetings with the EP and the OP.	iGTa/e	2			X	X		6.4.2.8.4.3.
Partly Remote: Not offering a Virtual Meeting with EP once per Month during the Remote Experience.	iGTa/e	2			X	X		6.4.1.4.5.
Realization Date of Opportunity is not within 20 Days of Difference on EXPA.	ICX	3		X	X	X		5.2.4.3.1.3.
Realize EP if there is a potential or existing Health or Safety Risk to the EPs and or OPs.	iGV	3		X	X		X	5.2.4.3.2.6. and 5.2.4.3.2.5.
Safety Protocol: Not ensuring the Health and Safety of the EP during the Exchange.	ICX	4		X	X	X	X	5.2.4.3.2.4. and 11.2.8.
Safety Protocol: Not having a written Agreement on the Responsibility and Liability condition of AIESEC Activities from EPs.	ICX	3			X	X	X	3.2.13.1.3.
Safety Protocol: Not having the Contact Details of the EP at least 10 days before Arrival.	ICX	2			X	X		3.2.13.1.2.
Working Hours: Not Ensure that the Working Hours are the Same as on EXPA.	ICX	3		X		X	X	2.6.3.12. and 6.4.1.4.3.

3.3.1.5. Finished

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Departure Support: Not offering a written Departure Support at least two Weeks before the EP is Finished.	ICX	2				X	X	2.6.3.15.
Fake Completed: EP is marked as Completed on EXPA but the Standards were not delivered and/or someone else filled out the Survey.	ICX	5	X	X	X	X	X	2.4.2.4.1. and 2.4.2.4.2.
Fake Finished: EP is marked as Finished on EXPA but never had their First Day of Work.	ICX	5	X	X	X	X	X	2.4.2.3.2.
Fake Finished: EP is marked as Finished on EXPA but the EP did not finish their Experience.	ICX	5	X	X	X	X	X	2.4.2.3.1.
Partly Remote: Experience Standards: ICX not ensure that the OP provides at least one space to debrief at the end of the internship	ICX	1			X			6.4.1.4.2.

3.3.2. OGX

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Applicants not receiving a Response.	OGX	1				X		5.2.2.3.9.
Approvals not realized within a Year from the Day of Approval.	oGV	2			X	X		5.2.4.4.1.10.
Contract not respecting the Minimums.	OGX	5	X	X	X	X	X	5.2.2.3.1.
Contracts not revised and approved by an external Lawyer.	OGX	4		X	X	X	X	5.2.2.3.10.
EPM not supporting EP with any Issues that occur during the Exchange Experience.	OGX	1			X			6.6.5.1.
Not adding Health Insurance Information on EXPA.	OGX	2		X		X		5.2.2.3.7.
Not adding IR Partners to EXPA.	OGX	3		X		X	X	5.2.2.3.6.
Not Assigning an EPM for the whole Duration within 1 Week after Signing Up.	OGX	1			X			5.2.2.3.2.
Not communicating with HE.	OGX	2			X	X		6.2.4.4.
Not educating EPs on the AIESEC Exchange processes.	OGX	3		X		X	X	6.2.5.3.
Not educating the EP on the AIESEC Exchange Processes.	OGX	3		X	X	X		6.2.6.2.
Not educating the EP on the AIESEC Exchange Standards before the EP's Approval.	OGX	3		X		X	X	6.3.3.4.
Not having all of the Costs related to the Exchange disclosed in the EP Contract or Agreement.	OGX	3		X		X	X	6.3.3.5.

Not Plan for Profit.	oGV	3		X	X		X	5.2.4.4.3.1.4.
Not Reviewing and Updating the Risk Management Plan every Quarter.	oGV	4		X	X	X	X	5.2.4.4.4.1.
Outgoing Preparation Seminar: OPS not covering the Minimums.	OGX	2			X	X		2.6.3.2. and 3.3.1.1.
Run only when the Resumption is Passed.	oGV	3		X	X	X		5.2.4.4.3.1.1.
Setting the Current Fee on EXPA.	OGX	3		X	X		X	5.2.2.3.3.
University and Student Markets not allocated to an LC on EXPA.	OGX	1			X			5.2.2.3.5.
EP Contracts not Updated with the Current Context.	OGX	4		X	X	X	X	3.3.4.3.
Not Having a Section in the OPS informing the EP about Health and Safety.	OGX	3		X	X		X	3.3.1.1.

3.3.2.1. Approved

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Fake Approval: EP is marked Approved on EXPA without paying the Fee.	OGX	5	X	X	X	X	X	2.4.1.1.
Fake Approval: EP is marked as Approved on EXPA but there is no Contract signed.	OGX	5	X	X	X	X	X	2.4.2.1.1. and 5.2.2.3.1.
Not ensure with ICX that there are Health and Safety Measures in Place for the EPs.	oGV	3		X	X	X		5.2.4.4.2.4.
Not ensuring Visa Documents/Information are given to EP by ICX within 2 Weeks from Approval.	OGX	2				X	X	6.5.5.1.
Not must ensure all Outgoing EPs have the right Type of Visa & Documents.	oGV	5	X	X	X	X	X	5.2.4.4.2.3.
Not provide Updates to the OP within 2 Weeks if the Visa Process of an EP is started.	OGX	2				X	X	6.3.2.3.2.
Safety Protocol: Not clarifying the responsibility of each EP of choosing the destination,	OGX	1				X		3.2.12.2.2.
Safety Protocol: Not providing clear education to the EPs on the destination safety conditions.	OGX	1				X		3.2.12.2.2.

3.3.2.2. Remote-Realized

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Partly Remote: OGX not providing an OPS that respects the Minimums.	OGX	2			X	X		6.4.1.3.1.

Partly Remote: OGX not having Bi-Weekly Meetings with the EP to review the Remote Work.	OGX	1			X			6.4.2.8.5.2.
---	-----	---	--	--	---	--	--	--------------

3.3.2.3. Realized

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Insurance: Not ensuring the EP has a valid Insurance Policy before the EP begins the Experience.	OGX	3		X	X		X	6.5.5.6.
Not ensuring the EP has all the Documents required by ICX for Legalities, before their Departure.	OGX	3		X	X		X	6.5.5.4.
Not providing EP with an OPS within at least 1 Week before the Realization Date.	OGX	1				X		6.5.5.2.
Personal Goal Setting: Not Provide a Meeting for the EP to Set their Goals at least 1 Week before the Realization Date.	OGX	1				X		6.5.5.3.
Realize EP if there is a potential or existing Health Risk to the EPs and or OPs.	OGX	3		X	X	X		5.2.4.4.2.6.
Realize EP if there is a potential or existing Safety and Health Risk to the EPs and or OPs.	OGX	3		X	X	X		5.2.4.4.2.5.

3.3.2.4. Finished

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Debrief with AIESEC: Not offering a Meeting to Debrief to the EP no more than 2 Weeks after they are Finished.	OGX	1			X			2.6.3.16.
Not informing the EP about existing Re-Integration Opportunities in AIESEC prior to their Return from their Exchange.	OGX	1			X			6.6.5.2.

3.4. Engagement with AIESEC (EwA)

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Initiative does not meet the principles defined in the APIP.	MC	3		X		X	X	4.1.1.
Activities, programs and products are not referred to as "Powered by AIESEC".	MC	2			X	X		4.2.1.
Initiative does not have a financial plan with positive ROI.	MC	3		X	X		X	4.2.10.
Initiative does not have a clear income distribution.	MC	3		X	X		X	4.2.11.
Initiatives do not have a Business Model, different key activities, different brand elements and agenda.	MC	3		X	X	X		4.2.13.1.
Programs and products are not tied to our core as an organisation.	MC	3			X	X	X	4.2.3.
Not delivering an introduction to AIESEC.	MC	3			X	X	X	4.2.4.
Promote any of the existing AIESEC programs as EwA initiative.	MC	2			X	X		4.2.5.1.
Overlay EwA with key activities, value proposition and brand elements of ELD programs.	MC	3		X	X	X		4.2.6.
Have a target customer over 31 years old.	MC	3		X	X	X		4.2.7.
Initiative has no call to action for ELD Products.	MC	1			X			4.2.8.

3.4.1. EwA Global Programs

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Run a different EwA initiative that is not in the APIP.	MC	3		X	X	X		4.2.14.

3.4.2. Heading For The Future (H4TF)

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Not offering an experience that is 4 weeks long.	MC	3		X		X	X	4.3.2.2.1.
LCs running H4TF without MC.	MC	3		X	X	X		4.3.2.2.2.
MC running H4TF without at least 1 LC.	MC	3		X	X	X		4.3.2.2.3.
Run the same H4TF more than once per year.	MC	3		X	X	X		4.3.2.2.4.

Make flexible the date of the attendance.	MC	3		X	X	X		4.3.2.2.5.
Running H4TF without complying with the activities mentioned in aies.ec/h4tf-booklet.	MC	3		X	X	X		4.3.2.3.1.
Entity and active AIESECers hosting "hard skills" training for the customers.	MC	3		X	X	X		4.3.2.3.2.
Deliver a case study without using the template provided by AI.	MC	1			X			4.3.2.3.4.
Deliver a case study without the guidance provided by AI.	MC	2			X	X		4.3.2.3.4.
Not conducting pre assessments for youth participants.	MC	2			X	X		4.3.2.3.5.
Not conducting post assessments for youth participants.	MC	2			X	X		4.3.2.3.5.
Not providing a certificate of attendance for youth.	MC	2			X	X		4.3.2.3.6.
Not having a revenue distribution model between LC & MC.	MC	2		X	X			4.3.2.3.7.
Not implementing full customer flow.	MC	3		X	X	X		4.3.2.3.8.
Exceeding the AIESEC members over 30% of the total number of the participants.	MC	3		X	X	X		4.3.2.3.9.
Not deliver a report to AI on H4TF through SOGA.	MC	3		X	X	X		4.3.2.4.1.
ECB not reporting the execution of H4TF to ICB on the ECB Audit Report.	MC	3		X	X	X		4.3.2.4.2.

3.4.3. Youth Speak (YS)

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Run a different YS activity that is not in the APIP.	MC	3		X	X	X		4.3.3.1.3.
YSS: Entities customised or running independently YSS.	MC	3		X	X	X		4.3.3.2.2.
YSF: Delivering YSF more than once per year.	MC	3		X	X	X		4.3.3.3.1.
YSF: Not include and target external Participants (not AIESECers).	MC	3		X	X	X		4.3.3.3.3.
YSF: Not have sessions facilitated by different industry influencers companies/individuals.	MC	3		X	X	X		4.3.3.3.6.
YSP: Deliver a YSP that wasn't the winner of the YSF.	MC	3		X	X	X		4.3.3.4.1.
YSP: Create YSP not based on the MoO framework.	MC	1			X			4.3.3.4.2.
YSP: Deliver a YSP that is not an international volunteer or AIESECers.	MC	2			X	X		4.3.3.4.3.
YSP: Not have a financial report of the YSP.	MC	3		X	X	X		4.3.3.4.5.
YSP: The winner is not part of the core team during projects' execution.	MC	2			X	X		4.3.3.4.7.

3.5. Life-Long Connection (LLC)

Violation	Applicable to	Severity Level	Type of Risk					APIP Policy
			Continuity	Finance	Performance	Reputational	Legal	
Offering activities are not tied to the 3 focuses of Alumni Association.	MC	3			X	X	X	7.2.3.
Offering activities are not coherent with the principles and values of the organisation.	MC	3			X	X	X	7.2.4.
Not reporting activities on SOGA.	MC	3		X		X	X	7.2.5.

4. Sanctions

- 4.1. Sanctions are applied when a violation has occurred and actions need to be taken to avoid further misconducts.
- 4.2. Sanctions can vary depending on the severity level of the violation.
- 4.3. Sanctions can include but are not limited to:
 - 4.3.1. Written Warning
 - 4.3.2. Education Sessions
 - 4.3.3. Freezing of Operation
 - 4.3.3.1. Freezing the Operations include no new approvals and no new opportunities opened.
 - 4.3.3.2. Sanctions involving freezing operations and/or suspending opportunities must be officially informed by email. The email must follow the criteria:
 - 4.3.3.2.1. The violations identified must be clear and based on the Compliance Matrix.
 - 4.3.3.2.2. Specify what the entity needs to do to be able to operate again.
 - 4.3.3.3. The ICB Chair and/or the ICB Team Leader of Audit & Compliance is responsible to send an official email to the Global Plenary announcing the entity being freezed as well as when the operations are allowed to return to normal.
 - 4.3.4. Action and/or Alignment Plan
 - 4.3.5. Monetary Sanctions
 - 4.3.5.1. All Monetary Sanctions need to be Approved by the ICB Audit & Compliance Team Leader.
 - 4.3.5.2. The ECB Chair needs to Send a Proposal of the Implementation of Monetary Sanctions to the ICB Audit & Compliance Team using the Template provided.
- 4.4. The ECB Chair is responsible to apply the sanctions in the ECB Audit System related to the compliance matrix violations.
 - 4.4.1. The ECB Chair can add new sanctions for local level, if necessary.

- 4.4.2. For new sanctions to be valid, they need to be legislated in the entity's compendium.
- 4.4.3. The ECB Chair is responsible to define the timeline of implementation of each sanction and how they will be applicable, taking into consideration the recommendation from ICB.
- 4.5. The ICB Chair is responsible to apply the sanctions in the ICB Audit System related to the compliance matrix violations.
- 4.6. All emails related to sanctions must be sent from ICB and include MCP, ECB Chair, MC ECB Responsible, AIVP ICB Responsible and at least one representative of the Regional Office.
- 4.7. Sanctions that are not part of the compliance matrix can only be applicable if explained in lego fair and voted on legislation.