

Annex 4:

Compliance Matrix

1. Violations table

- 1.1. Find below the violations outlined, the type of risks they are related to, the level of severity each violation is being considered and the criteria to be applied during an ICB audit.
- 1.2. The sanctions to the violations will not be applied until IPM 2021, as entities will have a six-month preparation period to align to the policies stated in APIP.
- 1.3. **Engage with AIESEC - EwA**

Engage with AIESEC (EwA)								
Violation	Type of risk					Severity Level	ICB Audit Check	Applicable to
	Continuity	Finance	Performance	Reputational	Legal			
Not following the guideline in Blue Book			X	X		2	Violation identified in 30% or more LCs being audited.	MC
Deliver activities not linked to the themes of EwA			X	X		2	Violation identified in 30% or more LCs being audited.	MC
No call to actions for ELD Products			X			1	Violation identified in 30% or more LCs being audited.	MC
Not filling SOGA and/or GFB Survey	X	X	X	X	X	5	Not submitting the answers	MC

1.4. Remote Criteria

Remote Criteria								
Violation	Type of risk					Severity Level	ICB Audit Check	Applicable to
	Continuity	Finance	Performance	Reputational	Legal			

Add the remote feature for GV		X			X	2	Violation identified in 1 or more opp opened on EXPA.	ICX
Add the remote feature in opportunities with less than 3 months		X			X	2	Violation identified in 1 or more opp opened on EXPA.	ICX
Offer remote feature for more than 50% of the duration		X			X	2	Violation identified in 1 or more opp opened on EXPA.	ICX
Incoming Preparation Seminar: Not hosting IPS before remote phase			X	X		2	Violation identified in 30% or more RE being audited.	ICX
Duration: Not providing written information about remote and physical duration		X		X	X	3	Violation identified in 30% or more RE being audited.	ICX
Charge OPs after opening the opportunity (only for remote feature)		X	X			2	Violation identified in 30% or more LCs being audited.	ICX
Not delivering monthly meetings with the EP and OP during remote phase			X	X		2	Violation identified in 30% or more RE being audited.	ICX
Not having biweekly meetings with the EP during remote phase			X	X		2	Violation identified in 30% or more RE being audited.	ICX

1.5. LLC Principles

LLC Principles								
Violation	Type of risk					Severity Level	ICB Audit Check	Applicable to
	Continuity	Finance	Performance	Reputational	Legal			
Not following the guideline in Blue Book			X	X		2	Violation identified in 30% or more LCs being audited.	MC
Not being connected to any Alumni Association			X			1	Violation identified in 30% or more LCs being audited.	MC
Not reporting activities on SOGA	X	X	X	X	X	5	Not submitting the answers.	MC
Offering activities not tied to the 3 focuses of AA (Alumni Association)			X	X	X	3	Violation identified in 30% or more LCs being audited.	MC

1.6. Safety Guidelines (General)

Safety Guidelines (General)								
Violation	Type of risk					Severity Level	ICB Audit Check	Applicable to
	Continuity	Finance	Performance	Reputational	Legal			
Not having a contract or contract not respecting contract minimums	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.	MC
Not establishing relations with a lawyer	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.	MC
Not having a clear and standard guideline related to destinations				X		1	Not having it as entity level (MC) or Violation identified in 30% or more LCs being audited.	MC
Not having the contact details of EP at least 10 days before its arrival			X	X		2	Violation identified in 30% or more RE being audited.	ICX
Not having an indemnity form for AIESEC conferences				X	X	2	Violation identified in 30% or more LCs being audited.	MC
Not ensuring EPs are registered an embassy within 1 week prior arrival, if needed		X	X	X	X	4	Violation identified in 30% or more RE being audited.	ICX
Do not provide safety manners guideline for EPs and/or AIESECers during externals risks exposure		X		X		2	Not having it as entity level (MC) or Violation identified in 30% or more LCs being audited.	MC
Not having a complaint/whistleblowing system created			X	X	X	3	Not being able to prove the system	MC

1.7. Safety Guidelines (COVID)

Safety Guidelines (COVID)								
Violation	Type of risk					Severity Level	ICB Audit Check	Applicable to
	Continuity	Finance	Performance	Reputational	Legal			
Deliver IPS and OPS misaligned with exchange standards guideline			X	X		2	Violation identified in 30% or more LCs being audited.	MC
Use the incorrect/unupdated SOPs			X	X		2	Violation identified in 30% or more LCs being audited.	MC
Not educating members about APIP		X	X	X	X	4	Violation identified in 30% or more LCs being audited.	MC

Not having a clear plan to educate members about APIP		X	X	X	X	4	Not having a plan at least in MC level.	MC
Not informing stakeholder about AEPP		X	X	X	X	4	Violation identified in 30% or more LCs being audited.	MC
Not having a health management plan		X	X	X	X	4	Not having it at least in MC level.	MC
Not having a risk management plan		X	X	X	X	4	Not having it at least in MC level.	MC
Not having a plan B for Global Host		X		X		2	Violation identified in 30% or more LCs being audited.	ICX
Not provide education about Global Host			X	X		2	Violation identified in 30% or more LCs being audited.	ICX
Not having a contract or contract not respecting contract minimus	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.	MC
EP traveling with wrong visa		X	X	X	X	4	Violation identified in 30% or more RE being audited.	ICX

1.8. Global Volunteer - OGX

Global Volunteer - OGX								
Violation	Type of risk					Severity Level	ICB Audit Check	
	Continuity	Finance	Performance	Reputational	Legal			
Not having a contract or contract not respecting contract minimus	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.	
Contract not reviewed by a lawyer	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.	
Approve an EP without a contract signed (contract must be signed before apd)		X		X	X	3	Violation identified in 30% or more APD audited on EXPA.	
LCs without account manager assigned on expa			X			1	Violation identified in 30% or more committe's pages.	
oGV fee not settled on EXPA		X		X	X	3	Violation identified in 30% or more opp audited on EXPA.	
EPs not allocated in LCs on EXPA within 1 week after sign up.			X			1	Violation identified in 30% or more EP's audited on EXPA.	
Not adding the health insurance on EXPA		X		X	X	3	Violation identified in 30% or more RE audited on EXPA.	
LCs not tracking standards delivery	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.	
Not sending the AEPP for EPs before approval		X	X	X	X	4	Violation identified in 30% or more RE being audited.	
Not assigning an EPM from approval until the end of the realization			X			1	Violation identified in 30% or more RE being audited.	
Not educating EP and or OP about Standards before Approval		X	X	X	X	4	Violation identified in 30% or more RE being audited.	
Not updating EPs about their progress within one week after applied				X		1	Violation identified in 30% or more applicants being audited	
Not communication with EPs during arrival and/or final week			X	X		2	Violation identified in 30% or more RE being audited.	
Debrief with AIESEC: Not informing the EP about re-integration seminars			X			1	Violation identified in 30% or more FI being audited.	

Debrief with AIESEC: Not delivering re-integration seminars			X			1	Violation identified in 30% or more FI being audited.
Visa and Work Permit: Not following up with HE about visa information				X	X	2	Violation identified in 30% or more RE being audited.
Outgoing Preparation Seminar: Not providing OPS before 1 week of Realization date				X		1	Violation identified in 30% or more RE being audited.
Personal Goal Setting: Not providing a personal goal setting space before 1 week of Realization date				X		1	Violation identified in 30% or more RE being audited.
Visa and Work Permit: Not ensuring (checking) if the EP has all legal documents settled before traveling		X	X	X	X	4	Violation identified in 30% or more RE being audited.
Insurance: Not communicate with EP the need to purchase a health insurance before traveling		X	X	X	X	3	Violation identified in 30% or more RE being audited.
Insurance: EP traveling without health insurance (and being communicated about it before)				X	X	2	Violation identified in 30% or more RE being audited.
Insurance: Health insurance not following the minimums (and being communicated about it before)				X	X	2	Violation identified in 30% or more RE being audited.
Outgoing Preparation Seminar: Not delivering it			X	X		2	Violation identified in 30% or more RE being audited.
Outgoing Preparation Seminar: Deliver an OPS that does not cover minimums on AEPP			X	X		2	Violation identified in 30% or more RE being audited.
Expectation Setting: Not informing EP and OP about all AIESEC exchange costs, before approval		X			X	2	Violation identified in 30% or more APD being audited.
Expectation Setting: Not having all AIESEC exchange costs disclosed in formal written agreement or contracts, before approval		X	X	X	X	4	Violation identified in 30% or more APD being audited.

1.9. Global Volunteer - ICX

Global Volunteer - ICX							
Violation	Type of risk					Severity Level	ICB Audit Check
	Continuity	Finance	Performance	Reputational	Legal		
Not having a contract or contract not respecting contract minimus	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
Contract not reviewed by a lawyer	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
Open an opportunity on EXPA without having the contract with OP		X		X	X	3	Violation identified in 30% or more opp audited on EXPA.
Not having a standardized price model (or a plan to be implemented from 2021 to 2023)	X	X	X	X	X	5	MC not being able to show a standardized model for iGV

Not charging OP fees (or nor having a plan to be implemented from 2021 to 2023)		X	X			2	Violation identified in 30% or more LCs being audited.
Having more than 30% of iGV fee charged to EP (or nor having a plan to be implemented from 2021 to 2023)		X				1	Violation identified in 30% or more opp audited on EXPA.
Majority of EP Fee is going to something that is not accommodation		X	X	X	X	4	Violation identified in 30% or more RE being audited.
LCs without account manager assigned on expa			X			1	Violation identified in 30% or more committe's pages.
LCs not tracking standards delivery	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
Not accepting or rejecting applicants on AIESEC platform			X			1	Violation identified in 30% or more opp audited on EXPA.
Add AIESEC as OP on EXPA		X	X	X		3	Violation identified in 30% or more opp audited on EXPA.
Deliver an exchange with AIESEC as OP		X	X	X	X	4	Violation identified in 30% or more RE audited.
OP is different than what settled on EXPA		X		X		2	Violation identified in 30% or more RE audited.
Offer and or deliver projects not related to SDGs		X	X	X	X	4	Violation identified in 30% or more opp audited on EXPA.
Not having the contact details of EP at least 10 days before its arrival			X	X		2	Violation identified in 30% or more RE audited.
Opportunity opened not following the guidelines		X	X	X		3	Violation identified in 30% or more opp audited on EXPA.
GV EPs: not communicating during arrival and/or final week			X	X		2	Violation identified in 30% or more RE being audited.
Incoming Preparation Seminar: Not hosting IPS before remote phase			X	X		2	Violation identified in 30% or more RE being audited.
Incoming Preparation Seminar: Deliver an IPS that does not cover minimums on AEPP			X	X		2	Violation identified in 30% or more RE being audited.
Incoming Preparation Seminar: Not hosting an IPS			X	X		2	Violation identified in 30% or more RE being audited.
Duration: Not providing written information about remote and physical duration		X		X	X	3	Violation identified in 30% or more RE being audited.
Duration: Min and/or max duration not respected		X		X	X	3	Violation identified in 30% or more RE being audited. Violation identified in 30% or more opp audited on EXPA.
Duration: real RE date is different than what is written on EXPA			X			1	Violation identified in 30% or more RE being audited.
Working Hours: Min and/or max working hours not respected		X		X	X	3	Violation identified in 30% or more RE being audited. Violation identified in 30% or more opp audited on EXPA.
First Day of Work: Not meeting the minimum of first day of work in physical part of exchange				X		1	Violation identified in 30% or more RE being audited.
Job Description: Job Description executed is different than what agreed on YOP		X		X	X	3	Violation identified in 30% or more RE being audited.
Expectations Setting: Not provide all information needed about living costs, accommodation location and legal/immigration within 2 weeks after approval		X		X	X	3	Violation identified in 30% or more RE being audited.
Visa and Work Permit: Not providing support on registration with relevant local authorities		X		X	X	3	Violation identified in 30% or more RE being audited.
Visa and Work Permit: Fail to provide all visa information within 2 weeks after approval		X	X	X	X	4	Violation identified in 30% or more RE being audited.

Visa and Work Permit: Provide wrong visa information		X	X	X	X	4	Violation identified in 30% or more RE being audited.
Arrival Pick Up: Not provide all information related to pick up 3 days before EP's arrival		X		X	X	3	Violation identified in 30% or more RE being audited.
Accommodation: Not providing accommodation		X		X	X	3	Violation identified in 30% or more RE being audited.
Accommodation: Accommodation does not meet the minimums of standards written in the internal document		X		X		2	Violation identified in 30% or more RE being audited.
Opportunity Benefits: Benefits are different than agreed on YOP (salary, food, accommodation...)		X		X	X	3	Violation identified in 30% or more RE being audited.
Departure Support: Not offering written information about how to depart from the country/territory				X	X	2	Violation identified in 30% or more FI/CO being audited.
Alignment Spaces with Opportunity Provider: Not ensuring EP is receiving feedback about his performance/work			X			1	Violation identified in 30% or more RE being audited.
Not provide contacts of EP's responsible 1 week after approval			X	X		2	Violation identified in 30% or more RE being audited.
Not supporting EP with bank account or local currency if needed		X		X		2	Violation identified in 30% or more RE being audited.
Not supporting EPs with landlord and house agreements if needed			X	X		2	Violation identified in 30% or more RE being audited.
Not providing opportunities for EP to be involved in AIESEC activities			X			1	Violation identified in 30% or more RE being audited.
Not updating EPs in case of any safety issue		X		X		2	Violation identified in 30% or more RE being audited.
Not breaking approvals that are not going to be a RE			X			1	Violation identified in 30% or more APD audited on EXPA.

1.10. Global Talent & Global Teaching (GTa/e) - OGX

Global Talent & Global Teaching (GTa/e) - OGX

Violation	Type of risk					Severity Level	ICB Audit Check
	Continuity	Finance	Performance	Reputational	Legal		
Not having a contract or contract not respecting contract minimums	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
Contract not reviewed by a lawyer	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
Approve an EP without a contract signed (contract must be signed before apd)		X		X	X	3	Violation identified in 30% or more APD audited on EXPA.
oGTa fee not settled on EXPA		X	X		X	3	Violation identified in 30% or more opp audited on EXPA.

LCs without account manager assigned on expa			X			1	Violation identified in 30% or more committe's pages.
EPs not allocated in LCs on EXPA within 1 week of sign up			X			1	Violation identified in 30% or more EPs signed on EXPA.
Not adding the health insurance on EXPA		X		X		2	Violation identified in 30% or more RE audited on EXPA
LCs not tracking standards delivery	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
Not sending the AEPP for EPs before approval		X	X	X	X	4	Violation identified in 30% or more RE being audited.
Not assigning an EPM from approval until the end of the realization			X			1	Violation identified in 30% or more RE being audited.
Not educating EP and or OP about Standards before Approval		X	X	X	X	4	Violation identified in 30% or more RE being audited.
Not updating EPs about their progress within one week after applied				X		1	Violation identified in 30% or more applicants being audited
GTa/e short experience: not communicating with EPs at arrival, middle and/or final week			X	X		2	Violation identified in 30% or more RE/FI being audited.
GTa/e mid-leight experience: not communicating with EPs at arrival and/or at least once a month			X	X		2	Violation identified in 30% or more RE/FI being audited.
Debrief with AIESEC: Not informing the EP about re-integration seminars			X			1	Violation identified in 30% or more FI/CO being audited.
Debrief with AIESEC: Not delivering re-integration seminars			X			1	Violation identified in 30% or more FI/CO being audited.
Visa and Work Permit: Not following up with HE about visa information				X	X	2	Violation identified in 30% or more RE being audited.
Outgoing Preparation Seminar: Not providing OPS before 1 week of Realization date				X		1	Violation identified in 30% or more RE being audited.
Personal Goal Setting: Not providing a personal goal setting space before 1 week of Realization date				X		1	Violation identified in 30% or more RE being audited.
Visa and Work Permit: Not ensuring (checking) if the EP has all legal documents settled before traveling		X	X	X	X	4	Violation identified in 30% or more RE being audited.
Insurance: Not communicate with EP the need to purchase a health insurance before traveling		X	X	X	X	3	Violation identified in 30% or more RE being audited.
Insurance: EP traveling without health insurance (and being communicated about it before)				X	X	2	Violation identified in 30% or more RE being audited.
Insurance: EP traveling with wrong health insurance (not following the minimums, and being communicated about it before)				X	X	2	Violation identified in 30% or more RE being audited.
Outgoing Preparation Seminar: Not delivering an OPS			X	X		2	Violation identified in 30% or more RE being audited.
Outgoing Preparation Seminar: Deliver an OPS that does not cover minimums on AEPP			X	X		2	Violation identified in 30% or more RE being audited.
Expectation Setting: Not informing EP and OP about all AIESEC exchange costs, before approval		X			X	2	Violation identified in 30% or more APD being audited.
Expectation Setting: Not having all AIESEC exchange costs disclosed in formal agreement or contracts, before approval		X	X	X	X	4	Violation identified in 30% or more APD being audited.

Not respecting the Extension Protocol (double approvals)			X			1	Violation identified in 30% or more extensions audited.
Request the FI extension when the EP already FI on expa		X	X	X		3	Violation identified in 30% or more requests submitted to ICB.

1.11. Global Talent & Global Teaching (GTa/e) - ICX

Violation	Type of risk					Severity Level	ICB Audit Check
	Continuity	Finance	Performance	Reputational	Legal		
Not having a contract with OPs or contract not respecting contract minimus	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
OPs contract not reviewed by a lawyer	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
Open an opportunity on EXPA without having the contract with OP		X		X	X	3	Violation identified in 30% or more opp audited on EXPA.
Not charging OP fees		X	X			2	Violation identified in 30% or more LCs being audited.
Charge OPs after opening the opportunity (only for remote feature)		X	X			2	Violation identified in 30% or more LCs being audited.
Add AIESEC as OP on EXPA		X	X	X		3	Violation identified in 30% or more opp audited on EXPA.
Deliver an exchange with AIESEC as OP		X	X	X	X	4	Violation identified in 30% or more RE audited.
OP is different than what settled on EXPA		X		X		2	Violation identified in 30% or more RE audited.
Charge EPs for iGT fees		X		X	X	3	Violation identified in 30% or more LCs being audited.
LCs without account manager assigned on expa			X			1	Violation identified in 30% or more committe's pages.
LCs not tracking standards delivery	X	X	X	X	X	5	Violation identified in 30% or more LCs being audited.
Not accepting or rejecting applicants on AIESEC platform				X		1	Violation identified in 30% or more opp opened on EXPA
GTa: Offer JDs not related to the 5 backgrounds allowed		X		X	X	3	Violation identified in 30% or more opp audited on EXPA.
GTe: Offer JDs not related to teaching		X		X	X	3	Violation identified in 30% or more opp audited on EXPA.
Not having the contact details of EP at least 10 days before its arrival			X	X		2	Violation identified in 30% or more RE audited.
Opportunity opened not following the guidelines		X	X	X		3	Violation identified in 30% or more opp audited on EXPA.
GTa/e short experience: not communicating with EPs at arrival, middle and/or final week			X	X		2	Violation identified in 30% or more RE being audited.
GTa/e mid-leight and long experience: not communicating with EPs at arrival and/or at least once a month			X	X		2	Violation identified in 30% or more RE being audited.
Incoming Preparation Seminar: Not hosting IPS before remote phase			X	X		2	Violation identified in 30% or more RE being audited.

Incoming Preparation Seminar: Deliver an IPS that does not cover minimums on AEPP			X	X		2	Violation identified in 30% or more RE being audited.
Incoming Preparation Seminar: Not hosting an IPS			X	X		2	Violation identified in 30% or more RE being audited.
Duration: Not providing written information about remote and physical duration		X		X	X	3	Violation identified in 30% or more RE being audited.
Duration: Min and/or max duration not respected		X		X	X	3	Violation identified in 30% or more RE being audited. Violation identified in 30% or more opp audited on EXPA.
Duration: Offer remote feature for more than 50% of the duration		X		X	X	3	Violation identified in 30% or more opp audited on EXPA.
Duration: real RE date is different than what is written on EXPA			X			1	Violation identified in 30% or more RE being audited.
Working Hours: Min and/or max working hours not respected		X		X	X	3	Violation identified in 30% or more RE being audited. Violation identified in 30% or more opp audited on EXPA.
First Day of Work: Not meeting the minimum of first day of work in physical part of exchange				X		1	Violation identified in 30% or more RE being audited.
Expectations Setting: Not provide all information needed about living costs, accommodation location and legal/immigration within 2 weeks after approval		X		X	X	3	Violation identified in 30% or more RE being audited.
Visa and Work Permit: Not providing support on registration with relevant local authorities		X		X	X	3	Violation identified in 30% or more RE being audited.
Visa and Work Permit: Fail to provide all visa information within 2 weeks after approval		X	X	X	X	4	Violation identified in 30% or more APD/RE being audited.
Visa and Work Permit: Provide wrong visa information		X	X	X	X	4	Violation identified in 30% or more APD/RE being audited.
Arrival Pick Up: Not provide all information related to pick up 3 days before EP's arrival		X		X	X	3	Violation identified in 30% or more RE being audited.
Accommodation: Not providing accommodation when needed		X		X	X	3	Violation identified in 30% or more RE being audited.
Accommodation: Accommodation does not meet the minimums of standards written in the internal document		X		X		2	Violation identified in 30% or more RE being audited.
Job Description: Job Description executed is different than what agreed on YOP		X		X	X	3	Violation identified in 30% or more RE being audited.
Opportunity Benefits: Benefits are different than agreed on YOP (salary, food, accommodation...)		X		X	X	3	Violation identified in 30% or more RE being audited.
Opportunity Benefits: EP not receiving salary/or salary delayed		X		X	X	3	Violation identified in 30% or more RE being audited.
Opportunity Benefits: The salary is not sufficient to cover basic living costs		X		X	X	3	Violation identified in 30% or more RE being audited.
Departure Support: Not offering written information about how to depart from the country/territory				X	X	2	Violation identified in 30% or more FI/CO being audited.
Alignment Spaces with Opportunity Provider: Not ensuring EP is receiving feedback about his performance/work			X			1	Violation identified in 30% or more RE being audited.
Alignment Spaces with Opportunity Provider: EP not being supervised by OP				X		1	Violation identified in 30% or more RE being audited.
Not provide contacts of EP's responsible 1 week after approval			X	X		2	Violation identified in 30% or more APD/RE being audited.

Not delivering monthly meetings with the EP and OP during remote phase			X	X		2	Violation identified in 30% or more RE being audited.
Not having biweekly meetings with the EP during remote phase			X	X		2	Violation identified in 30% or more RE being audited.
Not supporting EP with bank account or local currency if needed		X		X		2	Violation identified in 30% or more RE being audited.
Not supporting EPs with landlord and house agreements if needed			X	X		2	Violation identified in 30% or more RE being audited.
Not providing opportunities for EP to be involved in AIESEC activities			X			1	Violation identified in 30% or more RE being audited.
Not updating EPs in case of any safety issue		X		X		2	Violation identified in 30% or more RE being audited.
Not respecting the Extension Protocol (double approvals)			X			1	Violation identified in 30% or more extensions audited.
Not respecting the Extension Protocol (charge GTa/e EPs for extension fees)		X	X	X		3	Violation identified in 30% or more extensions being audited.
Request the FI extension when the EP already FI on expa		X	X	X		3	Violation identified in 30% or more requests submitted to ICB.
Not breaking approvals that are not going to be a RE			X			1	Violation identified in 30% or more APD audited on EXPA.

1.12. Other

Other								
Violation	Type of risk					Severity Level	ICB Audit Check	Applicable to
	Continuity	Finance	Performance	Reputational	Legal			
Not having an ECB Chair	X	X	X	X	X	5	Not having an ECB Chair	MC
Not have an Ethics responsible	X	X	X	X	X	5	Not having an Ethics Responsible	MC
Not having a Prevention Harassment and Anti-Violence Committee.	X	X	X	X	X	5	Not having the Committee	MC
Prevention Harassment and Anti-Violence Committee not formed correctly.		X		X	X	3	Committee not following the guidelines of the protocol	MC
Prevention Harassment and Anti-Violence Committee contacts not available for the national plenary		X		X	X	3	Not able to provide proofs the contacts were available to the national plenary	MC
Not having an audit system		X	X	X	X	4	Not having an audit system	MC
Having an audit system that don't allow the identification of all compliance matrix violations		X	X	X		3	Audit system incomplete	MC
Not filling ICB Survey		X	X	X	X	4	No survey submission	MC
Fake Realization	X	X	X	X	X	5	1 case = 1 OCA lost	MC
Fake Completed	X	X	X	X	X	5	1 case = 1 OCA lost	MC

<i>Fake Approval</i>	X	X	X	X	X	5	<i>1 case = 1 OCA lost</i>	MC
<i>Use EP's account on it's behalf</i>	X	X	X	X	X	5	<i>1 case = 1 OCA lost</i>	MC
<i>LCs not reporting cases to ECB after 3 days from the original claim without a solution in LC level</i>		X		X	X	3	<i>Violation identified in 30% or more requests submitted to ICB.</i>	MC
<i>ECBs not reporting cases to ICB after 1 week from the LC level without a solution in ECB level</i>		X		X	X	3	<i>Violation identified in 30% or more requests submitted to ICB.</i>	MC
<i>Not following ER Principles</i>			X	X	X	3	<i>Violation identified in 30% or more LCs being audited.</i>	MC

2. Sanctions

- 2.1. The violation “*not filling SOGA and or GFB survey*” is the only violation that will not follow the sanctions table. The sanctions applicable to this violation are related to membership criteria: the entity will lose membership automatically by not submitting it for ILMs.
- 2.2. ICB points system
 - 2.2.1. The sanctions for level 1, 2 and 3 contain formal warnings sent from ICB. The warnings are part of a points system.
 - 2.2.2. If an entity accumulates 10 points during an ICB audit, it automatically loses an Official Case Application with ICB.
 - 2.2.2.1. Warnings related to a violation of level 1 correspond to 1 point, each.
 - 2.2.2.2. Warnings related to a violation of level 2 correspond to 2 points, each.
 - 2.2.2.3. Warnings related to a violation of level 3 correspond to 3 points, each.
 - 2.2.3. It is recommended but not mandatory that ECBs also work with a pointing system.
 - 2.2.4. If an entity operates while being freezed, it will count one Official Case lost with ICB per new approval or opportunity opened during this time.
- 2.3. To pass successfully the audit process performed by ICB the entity must comply with:
 - 2.3.1. Zero violations of level 5 or 4
 - 2.3.2. Maximum of 1 violation of level 3
 - 2.3.3. Maximum of 2 violations of level 2
 - 2.3.4. Maximum of 3 violations of level 1
 - 2.3.5. Submit at least 80% of documents requested by ICB

2.3.6. Entities that don't pass the ICB audit will automatically receive a mandate for the next ILM to report the next steps taken to fix the violations identified.

2.4. Find below the table containing the sanctions that will be applicable in ICB and ECB audits if violations are identified and confirmed.

SEVERITY LEVEL 5	
International Audit (ICB)	Entity Audit (ECB)
1. Lose membership at international level.	1. Lose membership at the national level.
2. No APDs or open new opportunities are allowed until the issue is fixed (MC frozen).	2. No APDs or open new opportunities are allowed until the issue is fixed (LC frozen).
3. Possibility to have a mandate to be defined by the ICB chair.	3. Possibility to have a mandate to be defined by the ECB chair.
4. Host a physical/virtual audit/visit if required by ICB chair (entity affording the costs).	4. Host a physical/virtual audit/visit if required by ECB chair (LC affording the costs).
5. ICX opportunities that have any violation will be suspended (all MC).	5. ICX opportunities that have any violation will be suspended (specific LCs).
	6. Entity automatically added to ICB virtual audit routine for the next wave.
	7. Other sanctions can be applicable depending on the ECB Audit System in place.

SEVERITY LEVEL 4	
International Audit (ICB)	Entity Audit (ECB)
1. No APDs or open new opportunities are allowed until the issue is fixed (MC frozen).	1. No APDs or open new opportunities are allowed until the issue is fixed (LC frozen).
2. 1 OCA lost with ICB.	2. ICX opportunities that have any violation will be suspended (specific LCs).
3. Host a physical/virtual audit/visit if required by ICB chair (entity affording the costs).	3. Host a physical/virtual audit/visit if required by ECB chair (LC affording the costs).
4. ICX opportunities that have any violation will be suspended (all MC).	4. Entity automatically added to ICB virtual audit routine for the next wave.
	5. Other sanctions can be applicable depending on the ECB Audit System in place.

SEVERITY LEVEL 3	
International Audit (ICB)	Entity Audit (ECB)
1. 1 written warning sent by ICB (3 points).	1. 1 written warning sent by ECB (3 points).
2. For violations related to operations & finance: ICX opportunities that have any violation will be suspended (all MC).	2. For violations related to operations & finance: ICX opportunities that have any violation will be suspended (specific LCs).
3. For the remote feature violation: status on expa will be automatically broken.	3. Other sanctions can be applicable depending on the ECB Audit System in place.
4. For opportunities with AIESEC as OP: automatically suspended.	4. For the remote feature violation: status on expa will be automatically broken.

	<i>5. For opportunities with AIESEC as OP: automatically suspended.</i>
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SEVERITY LEVEL 2	
International Audit (ICB)	Entity Audit (ECB)
<i>1. 1 written warning sent by ICB (2 points).</i>	<i>1. 1 written warning sent by ECB (2 points).</i>
<i>2. For violations related to operations & finance: ICX opportunities that have any violation will be suspended (all MC).</i>	<i>2. For violations related to operations & finance: ICX opportunities that have any violation will be suspended (specific LCs).</i>
	<i>3. Other sanctions can be applicable depending on the ECB Audit System in place.</i>

SEVERITY LEVEL 1	
International Audit (ICB)	Entity Audit (ECB)
<i>1. 1 written warning sent by ICB (1 point).</i>	<i>1. 1 written warning sent by ECB (1 point).</i>
<i>2. For violations related to operations & finance: ICX opportunities that have any violation will be suspended (all MC).</i>	<i>2. For violations related to operations & finance: ICX opportunities that have any violation will be suspended (specific LCs).</i>
	<i>3. Other sanctions can be applicable depending on the ECB Audit System in place.</i>