

Code of Conduct of ESN Uni Turku

- Version approved in the Spring 2024 General Meeting

The Erasmus Student Network is committed to promoting equal opportunities and safe environments for all, especially in order to ensure that no individual is threatened, harassed, or discriminated against in the planning and delivery of any of our projects or activities.

1. Aim of the Code of Conduct

This Code of Conduct sets out to ensure that every person feels safe, included and respected during their involvement with ESN Uni Turku. We follow a zero-tolerance policy towards any kind of discriminative, disrespectful or threatening behaviour. Any incident will be considered individually, and sanctioned with appropriate consequences, as indicated later. We reaffirm the importance of our core values, those of unity in diversity, openness, tolerance and respect. We demonstrate our dedication to eliminating any kind of discrimination in any form and encouraging diversity among our members and volunteers.

We recognise our responsibilities as an international youth organisation and are committed to meeting them in full. An organisational culture that embraces equality and values diversity will help us to ensure that everyone feels involved and included in our plans and activities.

2. Persons to whom this Code applies

This Code applies to any member of ESN Uni Turku, as well as any individual, organisation or group, involved in any form, whether as participant, helper, organiser, or else in any activity of ESN Uni Turku of ESN Uni Turku. This includes, and is not limited to:

- Board meetings of ESN Uni Turku
- Meetings of organisation committees for ESN Uni Turku events
- Social gatherings hosted by ESN Uni Turku
- Any ESN Uni Turku related online activities
- Online communication dedicated to ESN related activities
- External representation including non ESN related events

3. Discrimination, harassment and violence

ESN Uni Turku respects and welcomes everyone. This means that no form of bullying, harassment, offence, abuse, violence, disrespectful or discriminatory behaviour, or else will be tolerated without consequences.

Incidents violating this policy extend, but are not limited to:

- Discrimination based on sexual or gender identity

- Racial discrimination, or discrimination based on ethnicity, origin or nationality
- Discrimination based on age
- Discrimination based on ability or knowledge
- Discrimination based on education, socioeconomic background or religious beliefs
- Sexual harassment
- Violence (any physical and/or verbal form)
- Bullying
- Mental and physical abuse of any form

4. Behaviours

All persons participating in any event or activity of ESN Uni Turku must act according to these values and work to cultivate an inclusive and accessible network. Despite the fact that this Code's main purpose is to clarify sanctions for destructive behaviour, it also strongly encourages positive behaviour. Individuals should be respectful and constructive in their communication and engagement with others, and aim to treat others as they would like to be treated themselves.

ESN Uni Turku will not tolerate any instance of verbally or physically aggressive or discriminatory behaviour. Violations of this Code should be reported to the designated Point of Contact and will be dealt with according to the relevant procedure. Reports can be made by anyone who has either experienced or witnessed a violation in any form, or by someone who has directly heard about such a violation with the consent of the victim(s) or by any board member in case of experiencing, witnessing, or in case of clear evidence of such a violation in any form. Any report follows strict confidentiality. ESN Uni Turku can't guarantee courses of action in the case of conflicting reports, but does guarantee that all reports will be considered thoroughly and treated respectfully.

5. Process

Any reported violations will be handled by the Points of Contact. They will promptly and thoroughly investigate the report, and if deemed appropriate, and requested by the reporter, it is forwarded to the board where the following steps are taken:

- Confidentiality Foundation:

Confidentiality between the reporter and the board is established. Any information or action-taking from this point onwards needs to be agreed upon by the reporter of the case.

- Information Collection:

Relevant parties are identified and inquired for further information within 14 days. Any other potentially relevant evidence is also collected.

- Defendant Hearing:

The reportee gets the opportunity to plead their case to the board in the form of a conference,

or else if agreed upon with the board, as soon as possible. The initial report as well as relevant information that might be used for issuing a decision need to be addressed.

- **Further Action:**

The board decides on the next steps e.g. sanctioning, mediation. The reporter and reportee are informed accordingly.

The steps are a general guideline on how a report should be handled. However, each case is different and the steps described are not always suitable. Therefore, the steps are only followed to the extent that is appropriate for each situation. Decisions will be made in accordance with the severity of the violation and the principles of fairness and justice.

In the case of severe accusations, the National Board may be involved, to aid in the attempt of resolving the issue.

The board's decision on potential sanctions is final. However, a sanctioned party can appeal to the Arbitration Board of ESN Finland, should they disagree with the decision.

5.1 Possible Sanctions

Depending on the severity and nature of the violation, consequences for violators may include, but are not limited to:

- Removal from an event
- Suspension of an individual's roles and responsibilities within the organisation
- Suspension of participation in events organised in the scope of ESN Uni Turku
- Revocation of a person's ESN membership (this may include loss of access to future events, in which case the sanctioned party alone is responsible for reselling potential tickets)
- Initiation of legal action, if deemed necessary
- Termination of cooperation with other organisations or groups

Sanctions will be imposed by the board under simple majority vote.

5.2 Principles

Imposing a sanction should not be done lightly, considering the consequences it could have for an individual. That is why the following principles should be respected when deciding on imposing a sanction:

- Fair hearing and opportunity to present evidence;
- Proportionality of the sanction;
- Equality, meaning that similar cases should be treated similarly;
- Transparency in reasoning of imposed sanction.

6. Point of Contact

The Points of Contact are in charge of handling the possible Code of Conduct violations. They must handle all reports and inquiries confidentially, unless the reporter specifically requests otherwise. The existence and contact to the Points of Contact should always be communicated clearly and transparently on the communication channels of ESN Uni Turku.

The board of ESN Uni Turku appoints two members of the board as responsible Points of Contact. They have exclusive access to the communication channels for reports, and are responsible, and liable, for handling reports promptly, thoroughly and sensitively.

A Point of Contact can resign from their position at any time, and the board can appoint new Points of Contact at any time. There must at any time given be at least two Points of Contact, which signifies that if a Point of Contact resigns leading to less than two remaining Points of Contact, then the board must imperatively appoint new ones as to have again at least two point of contacts.