



Code of Conduct [STUDY ASSOCIATION]

Ratified at the GMA of [DAY] [MONTH] [YEAR]

Contents

Goal.....	3
Values and guidelines.....	4
General Guidelines.....	4
Personal Guidelines.....	4
Present Members.....	4
Committee Members.....	5
Board Members.....	5
Sanctions.....	6
Removal from activities.....	6
Official Warnings.....	6
Temporary exclusion from activities.....	6
Temporary suspension from the association.....	6
Permanent expulsion from the association.....	6
Implementation of the sanctions.....	7
Confidential Contact Persons.....	8
Supervisory Element (Optional).....	8
Revision.....	8

Goal

This Code of Conduct has been drafted to create a safe environment for all members of [STUDY ASSOCIATION]. It similarly was produced with high regards for the wellbeing of all members of this association.

In order to guarantee the safety and wellbeing of the members of [STUDY ASSOCIATION], several guidelines are needed in complement to the law. Through the Code of Conduct, [STUDY ASSOCIATION] expects its members to encourage each other to follow these guidelines and to hold each other accountable when they do not.

Furthermore, the Code of Conduct will be used to facilitate the emergence of an 'open conversation culture'. An 'open conversation culture' means an atmosphere in which, at the time of conversation, everyone dares to discuss or ask anything. This 'open conversation culture' will be used to prevent escalation of minor incidents.

Finally, the Code of Conduct aims to facilitate correct measures, resulting in an environment in which everyone can feel at home and values are shared between all members of [STUDY ASSOCIATION].

The Code of Conduct will apply to all board members, committee members, regular members, guest members, benefactors, and alumni of [STUDY ASSOCIATION] and they are all expected to uphold it.

If your association has any other kinds of members, make sure to add them here.

Values and Guidelines

Values are the ideals that [STUDY ASSOCIATION] has concerning goals and patterns of behaviour. These values are translated into concrete guidelines. These guidelines are meant to guide social action with respect to these values.

The values that [STUDY ASSOCIATION] holds are, among others, equality, social safety, wellbeing, respect, loyalty, friendship, belonging, justice, tolerance, rejection of deliberate offence, and solidarity.

The guidelines will be summarised in the next sections. It is expected of all members to act in line with these guidelines.

General guidelines

- Everyone is accepted as they are and want to be.
- Individuals are in principle responsible for their own actions.
- Boundaries are to be respected and not to be crossed. There will be no pressuring others to cross their own boundaries.
- No manner of physical, verbal, or digital abuse or violence will be accepted.
- No manner of discrimination on the basis of gender, ethnicity, sexuality, appearance, language, or any other base will be accepted.
- Anyone who demonstrates any kind of behaviour that is experienced as inappropriate or transgressive will be called to account for this. If the board deems it necessary, it will impose sanctions.
- Property is respected. Stealing or damaging property of others is not accepted.
- Sensitive information is treated with integrity.
- The internal rules of operation of external locations are respected.
- Use or possession of drugs is not accepted. Drugs in this situation defined by the Dutch 'Opiumwet', specifically list I and II and the so-called 'designer drugs', which are expected to reach a position on these lists in the foreseeable future. The only exception being if a medical certificate can be shown.
- If these guidelines are not followed, it is expected of all members to call each other to account.

Personal guidelines

Next to the general guidelines, personal guidelines indicate the expectations of behaviour of certain groups at the activities of [STUDY ASSOCIATION].

Present members

- Your presence at activities is voluntary.
- You will not disturb the activity.

Code of Conduct [STUDY ASSOCIATION]

- Disorderly behaviour as a result of (among others) alcohol consumption is not tolerated at activities.
- You have respect for the organisers of the activity.
- You follow the rules and instructions of the staff at the location of the activity.

Committee members

- You take responsibility for your organised activity.
- You make sure everyone feels welcome at your organised activity.
- You make sure everyone's boundaries are respected.
- You are aware of a potential position of power and will not abuse it.

Board members

- You are responsible for the implementation of and compliance with the Code of Conduct.
- You make sure everyone feels welcome on activities of the association.
- You have integrity when considering sanctions.
- You handle misconduct with integrity.
- You are aware of a potential position of power and will not abuse it.

Sanctions

In instances where there is a breach of the Code of Conduct, sanctions are available, which are imposed by the board. The possible sanctions are documented in the Statutes and House Rules of [STUDY ASSOCIATION]. To clarify the purpose and application of these sanctions, some regulations have been drawn up here.

Removal from activities

- When it is deemed necessary, those present can be sent away from activities. If possible, they will be warned first, before being sent away.
- Both the board and the organising committee are authorised to send attendees away.
- If action has to be taken due to unwanted behaviour, the board should always be notified.

Official warnings

- Through an official warning, the board can call someone to account for their (mis)behaviour and draw their attention to sanctions that may follow if this behaviour continues.
- The board is responsible for providing a possibility for discussing this warning.
- An official warning shall always be in writing.
- If a third party is aggrieved by someone's behaviour, they can be informed about the official warning issued.

Temporary exclusion from activities

Most associations that implement this sanction have it described in either their House Rules or their Statutes. Find the section of either document containing this for your association and use that as a guide.

Temporary suspension from the association

Most associations that implement this sanction have it described in either their House Rules or their Statutes. Find the section of either document containing this for your association and use that as a guide.

Permanent expulsion from the association

Most associations that implement this sanction have it described in either their House Rules or their Statutes. Find the section of either document containing this for your association and use that as a guide.

Implementation of the sanctions

- Sanctions are implemented by the board. CCPs and the Advisory Board or Senate can hold an advisory role in this process.
- The contents and effects of sanctions are described in the Statutes and House Rules of [STUDY ASSOCIATION].
- Imposed sanctions must always be proportionate to the misconduct.
- A sanction is notified in writing to the party concerned. The board must justify to the sanctioned party why the sanction was imposed .
- If necessary, the Radboud University will be kept informed of undesirable behaviour within [STUDY ASSOCIATION] and the sanctions imposed by the board.
- When a criminal offence is involved, the board may report it to the police if the situation requires it or gives cause to do so.

Confidential Contact Persons

If you experience any kind of inappropriate or transgressive behaviour, experience anything decreasing your feeling of safety within the association, or experience anything making you feel unwelcome, you can step to any of the board members or the Confidential Contact Persons (further: CCPs). The CCPs are points of contact within the association for members when they do not feel comfortable enough to discuss matters with the board. The CCP is primarily a listener. Next to this, they talk with the member and look at appropriate follow-up steps together. The member's wishes always come first and are leading in any further steps. When deemed necessary, the CCP refers the member to an expert to help with the situation. The CCPs also have an advisory role towards the board, with the aim of facilitating a safe social climate within the association.

Supervisory Element (*Optional*)

Since the board has the full responsibility over the assignment of sanctions, it might be valuable to have a supervisory element judging their decisions after the fact. This can either be an internal committee, an external party, or a combination of both. In this way, the members of the association are protected against accidental misjudgements or in the worst-case active power abuse from the board. Radboud University currently does not have any institution that could take this role. SLIM suggests that faculty employees could be asked.

A thing to keep in mind is that there need to be clear rules as to when this supervisory element is called upon and what they are exactly authorised to do. It should not be a committee that constantly impairs the decisiveness of the board, they should be allowed to make their own decisions. Still, reviews of given sanctions by impartial parties are beneficial for the level of justice in these cases.

When working such a supervisory element out, don't be shy to ask the SOFv board or SLIM for advice.

Revision

It is important to have a regular revision of the Code of Conduct, to allow room for developments in the subject of social safety. To make sure that this document is as up-to-date as possible, at each Annual General Meeting and Semi-Annual General Members Assembly there will be a moment to reflect on the Code of Conduct. Any potential updates can be brought up and discussed at these two meetings. Furthermore, during the year the board can always suggest changes to the document as the result of relevant events or changes within the association. These changes always have to be in accordance with the House Rules, Statues and Dutch Law.

Code of Conduct [STUDY ASSOCIATION]

Signed in Nijmegen

In name of the board of [YEAR-YEAR]

[FIRST NAME] [LAST NAME]

Chair