Code of conduct (amended BM72, Malta)

Preamble

Based on the principles of equality, accessibility and respect, that ESU has given itself and agreed upon by adopting this code of conduct at the Board Meeting 68 in Yerevan, Armenia, the representatives and participants on internal and external events are expected to adhere to the points detailed below. The purpose of this document is to have guidelines that prevent unwanted behavior in the organization and also determine the process to follow up on potential breaches. The participants of each event have to assure that they are aware of the code of conduct and behave according to it. The EC is responsible for promoting the code of conduct in an appropriate way in the beginning of each event.

Participation rules

Actively engage in the organized activities during seminars, panel sessions and discussions as well attending as all the organized sessions, meetings, discussions and debates.
Respect the timeframes given by the organizers of the event.
Respect the event’s facilities and any rules associated with such use.
Respect the environment and take care about their surroundings.

General Believes

Treat everyone equally irrespective of socio economic background, ethnicity, gender, age, sexual orientation, religious beliefs, political views, reduced mobility, gender expression, disabilities or any other basis of discrimination, abstaining from any direct or indirect discrimination as well from any form of harassment.

- Not make any inappropriate jokes or remarks, based on any discriminative grounds that cause people to feel uncomfortable or discriminated against.

The European Students' Union (ESU) is being used to refer to “ESIB - The National Unions of Students in Europe” Belgian asbl BE0890.019.936, due to the fact that both legal entities are going through a merging process. Likewise the visual identity of ESU is being used instead of the one from ESIB.
- Behave and react towards their colleagues with respect.

- Respect the different multicultural backgrounds of their colleagues and reflect on the own behavior.

- Proactively create an inclusive welcoming atmosphere for all of the participants, during both formal and informal parts of the event.

- Not use demeaning or abusive language towards other participants.

- We are emphasizing herein that this list is not exhaustive and that the violations of the Ethical Guidelines might happen outside of the frames given by this Code of Conduct.

**Rules of Procedure**

Depending on the gravity of the behavior, the EC in accordance with the ad hoc committee (see below) reserve the right to address the issue in the best way they see fit by applying one or more of the measures listed below through the set procedure.

**Active Legitimacy**

Any of the participants witnessing the breach or the victim her/himself may report the matter to one of the two persons specifically entrusted to that role for that particular event.

These are designated by the EC for every event and are bound to discretion towards the reported matters. The trusted persons need to be briefed by the equality coordinator before being assigned to be able to handle sensitive situations adequately.

The two persons will be announced at the beginning of the event and should reflect the participants’ diversity.

The person informed immediately informs the second trusted person. This does not apply, if one or both are involved in the breach. Afterwards the EC and the Equality Coordinator are informed about the fact that there has been a breach and an ad hoc committee needs to be put in place.

However, in case it was not the victim itself reporting the breach, the trusted persons must not forward any information before consulting the perceived victim.

**The Acting Procedure**

Upon the briefing, the EC has to set up an ad hoc committee balanced with regard to region, gender and other relevant parameters of four (4) persons within two (2) hours. If the breach is reported to the EC outside of the official parts of the event, the EC has to set up the ad hoc committee during the first two (2) hours of the next meeting day.
The ad hoc committee is bound to discretion and obliged to handle the issue brought up with the utmost care.

The ad hoc committee is chosen by the EC including one representative of the EC, the Equality coordinator and two (2) representatives from member unions not involved in the conflict.

At least two members of the ad hoc committee will be of a different gender.

The ad hoc committee will immediately look into the report, consult the acting parties and bring a decision whether there has been a breach of the Code of Conduct or not.

If the ad hoc committee decides, there has been a breach of the Code of Conduct, it will immediately decide upon enacting one of the below proposed measures, on their free estimation of the most appropriate reaction to the breach.

The ad hoc committee informs the involved parties. The EC is to be informed directly after the information of the involved parties in writing, including the time of the briefing.

This procedure should not take longer than 24 hours, if possible.

The decision making process within the committee needs to be unanimous.

If the situation requires it, the decision of the ad hoc committee will be read before the beginning of the next session of the event.

**Measures**

- Spoken warning to the perpetrator in question
- Written warning to the perpetrator read before the beginning of the next session of the event in question
- Removal of the perpetrator from the session/event in question
- Official ESU letter to the sending organization of the perpetrator
- Restriction of participation in future ESU events of the individual breaching the code.
- Allow the injured party (also if no individual was harmed) to make a statement before the next session
- Any other measure not mentioned here, in agreement with the Executive Committee. No public action must be taken without the consent of the injured individual or party.

**Right to Appeal**

If the perpetrator (or their NUS) in question, or the injured party, feels that the EC decision is wrongly based, whether on fact or principle, they must send in an appeal in writing to the EC or the trusted
person within twelve (12) hours. After receiving the appeal the EC puts a second ad hoc committee in place. The same rules and procedures as outlined above are to be followed. Excepted the Equality Coordinator all the other members need to be different from the first one.