

# Code of Conduct

## Purpose

Everyone has the right to be met with respect and to feel safe and included in the Chapter hall and during events organized by the Chapter. The purpose of this contract is to create a fair process in which situations that fail to live up to the Chapter's standards of behavior can be discussed.

The purpose of this code of conduct is to clarify the values, expectations and obligations we as members of the I-chapter have on our fellow members, establish a minimum level of expected behavior in the Chapter, as well as lower the level of subjectivity in the managing of situations where members fail to live up to these standards.

The goal of this contract is to prevent unacceptable behavior in the Chapter and to manage situations where these behaviors emerge. This will be done by the existents of rules, the distribution of reprimands and warnings, as well as by the Safety council mediating and discussing the incident with the parties involved.

In the event of a criminal offence police should always be contacted.

## Rules

Violation of the following guidelines can result in a reprimand, warning or worst case a suspension from the Chapter's events (not including Chapter meetings).

- Violation of personal boundaries which, on clear grounds, can be said to have been shown or if the person in other ways displayed being uncomfortable.
- To act excluding
- Speak, write or in other ways express offensive statements or messages directed towards individual or identity. Identity includes, but is not limited to:
  - Sex
  - Gender identity or expression
  - Religion or other beliefs
  - Disability
  - Ethnicity
  - Sexual orientation
  - Age

As a member of the Chapter you should also strive to follow the description of Chapter culture ("Beskrivning av Sektionskultur).

## Application

This contract touches incidents that take place before, during or just after events organized by the Chapter, as well as in or by the Chapter hall and Chapter van.

## The Safety Council

### **Members**

The Safety council consists of the Safety representative, President of GenI, and the Head of Social activities. In order to create legitimacy, the Safety council will be able to get support by other functions at KTH, for example Equality Office, the Student health and the Educational Administrative Manager at KTH School of Industrial engineering and Management. If the Safety council contacts a function at KTH for support in a current matter all of the involved parties shall be anonymous to these functions.

### **Responsibility**

The Safety council shall

- Receive and investigate all reports sent to the Safety council.
- Work to improve the situation for the involved parties and act as mediators, even in the cases where a consequence according to the consequence steps won't be relevant.
- Educate the elected officials in ways to handle situations that might occur following the Code of Conduct and its rules.
- Always act objectively. As a member of the Safety council you should always withdraw from cases where being objective is not possible. If the objectivity of a member of the Safety council is being questioned this member shall be dismissed from the case and replaced by the president of the Chapter.
- In the event of one or more members of the Safety council being dismissed from a case these shall be replaced by one or more members of the Chapter board, who will be chosen in a Chapter meeting (CM).
- Follow the agreement of secrecy.
- Document the incidents reported to the Safety council.

### **Decision levels**

- In order for a valid decision to be made the whole Safety council needs to be present.
- In order for a reprimand to be given the decision has to be supported by the majority of the Safety council.
- In order for a warning or suspension to be given the decision has to be unanimously.

### **Secrecy**

During as well as after the investigation the Safety council has professional secrecy. This also applies after the members have resigned. Professional secrecy does not apply to cases where the incident has resulted in suspension. In these cases, the President of the board shall be informed who in turn will inform the rest of the elected officials that the person has been suspended. A contract for secrecy shall be established for the Safety council and for those elected officials being informed of a suspension.

### **Documentation**

The Safety council shall keep documents of all the incidents that are brought up in the council. These documents shall be kept in their original form until a new Safety council is elected. Before the Safety council resigns all the names in the documents shall be made anonymous except for those names which have active reprimands and suspensions. Names will be made anonymous in the documentation after the reprimand or suspension has expired.

### **Investigation of a member of Safety council**

In the case of a member of the Safety council being reported this member shall be dismissed and replaced by the President of the board. In the case of all the members of the Safety council being mistrusted the Chapter's board will take over the work done by the Safety council until a new council can be elected. In order to participate in an investigation by the Safety council all one must sign the contract for secrecy. If someone fails to do so the President of the board shall move a vote of no confidence during the next Chapter meeting.

In order to report a member of the Safety council one can contact the President of the board via email [ordforande@iare.nu](mailto:ordforande@iare.nu).

### **Vacant posts in the Safety council**

If a post in the Safety council cannot be filled during a Chapter meeting the person that holds the post before the Chapter meeting needs to remain on the post until a new election can be held.

If a member of the Safety council gets suspended, they should dismiss themselves of their post and be replaced by the President of the board until a by-election can be held. Should all the members of the Safety council be mistrusted a re-election should be held during the same Chapter meeting as the motion for mistrust is presented. In the case of less than two seats in the council being filled the Chapter's board shall act as Safety council until a new election can be held. If only two seats in the council can be filled, the President of the board shall act as the third member of the council until a new election can be held.

## Decision-making and Investigation

### **Report**

Every Chapter member have the right to report an incident that is experienced as violating the rules stated in this contract by filling out a contact form on the Chapter website. A report is made to the Safety council which in turn has the responsibility to investigate the incident and decide possible consequences. A report cannot be anonymous towards the Safety council but can be kept anonymous outside of the council. If a member wants to submit an anonymous report it is instead recommended to contact the Safety representative. It is never too late to report an incident and it is recommended to report earlier incidents if they made you feel uncomfortable or if one feels as if something similar might happen again. A report of an incident occurring before the Code of Conduct was initiated cannot result in a warning or suspension, but to a discussion with the purpose to improve the situation for everyone involved. The plaintiff has the right to end the investigation at any time.

## Investigation

1. A report is made to the Safety council by using the form on the Chapter's website.
2. A meeting is held with the plaintiff and the Safety council.
3. If the reported incident is described as a violation of any of the rules stated in this contract the people responsible for the event as well as witnesses to the incident, pointed out by the plaintiff, will be called to a meeting with the Safety council.
4. If the investigation at this stage does not result in a decision of a reprimand, warning or suspension the investigation will end, and the plaintiff will be informed.
5. If the investigation seems to be resulting in a reprimand, warning or suspension the defendant will be called to a meeting with the Safety council and the investigation will continue.
  - a. If the investigation does not result in a reprimand, warning or suspension the plaintiff and defendant will be informed, and the investigation will end.
  - b. If the investigation results in a suspension the plaintiff, defendant and the elected officials shall be informed of the decision.

## Consequences

1. *Reprimand* – The individual will be informed that their behavior is unacceptable.
2. *Warning* – The individual will be informed that if their behavior does not change they will be suspended.
3. *First-degree suspension* – The individual cannot participate in events hosted by the Chapter (except for Chapter and Board meetings) during a three-month period, starting immediately.
4. *Second-degree suspension* – The individual cannot participate in events hosted by the Chapter (except for Chapter and Board meetings) for a year, starting immediately.

The Safety council does not report incidents to the police but can recommend and support the plaintiff if they choose to do so. The Safety council also does not report to THS or KTH but can recommend the plaintiff to do so if needed.

## Follow-up

The Safety council informs the plaintiff no matter the result of the investigation and the defendant if the result is a reprimand, warning or suspension. If the result is a suspension the President of the board will also be informed. The President of the board will then inform the elected officials of the suspension.

The elected officials have the responsibility to, if needed, inform the members managing events about the suspension, as these members are in charge of rejecting the suspended member during the period of the suspension. One can always use the security officers at KTH for help with rejecting a suspended member. One can also contact the Safety council for support in

handling suspensions. In the case of an elected official being suspended the President of the board shall share the same information with the event manager in the committee.

Sharing of information to the elected officials shall be done with the confidence that it is being handled with caution and be shared to other members only if necessary.

### **Pyramid of Consequences**

1. One can get multiple reprimands. One must not get a reprimand before a warning. Several reprimands do not automatically result in a warning.
2. A warning is a more serious reprimand. A warning is used for a behavior that is comparable to one that would result in a suspension. The statute of limitations for a warning is 1 year from the day it was issued. A warning must always be given before a suspension.
3. A second warning results in a first-degree suspension.
4. If an additional warning, given during the statute of limitation of an existing warning, is given for an incident that is comparable to one that would result in a suspension, the result is a second-degree suspension.
5. Repetitive behavior that results in warnings during the statute of limitation of an existing suspension will result in an extension of the suspension with a year from the day the warning was issued.

### **Appeal**

An appeal will at first hand be made to the Chapter board. The board will then have 5 workdays to answer the appeal, otherwise the decision will be lifted. The Safety council shall then motivate its decision and give an account on what grounds the decision was made. The defendant shall get the chance to motivate why they think the decision was wrong. The board then has the obligation to consult with the independent functions at the ITM-school and KTH when making a decision about the appeal.

This Code of Conduct was written by the President of the board 18/19, Safety representative 20/21 and President of GenI 20/21.