

# Code of Conduct

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# Preface

Given AEGEE-Utrecht's aim to create a safe environment, there has been a desire for some time to write down our norms and values, and to lay down procedures in a code of conduct. In 2021, student union VIDIUS also published the “Statement of Intent for Student Wellbeing”. This contained various focal points, including the fact that each signatory party (including AEGEE-Utrecht) must draw up a code of conduct in which it is explicitly clear that undesirable behaviour will not be accepted. Policy of AEGEE-Europe (SMASH - Structural Measures Against Sexual Harassment) also emphasizes this. That is why the Code of Conduct Working Group was formed in 2021, which, in consultation with the members, has mapped out these standards of conduct. This document therefore reflects the current zeitgeist, and we would recommend regular revision to ensure it maintains its support over the years.

In this code of conduct you will find, among other things, the definitions of various types of undesirable behaviour and the course of events following a report. It should be clear that all matters that are prohibited by law are also prohibited at AEGEE-Utrecht. But before we go into the contents of the code of conduct, it is important to clarify the scope of this document. Namely:

*This code of conduct applies to (alumni) members and to non-members (e.g. members of other AEGEE locals or associations that are guests of AEGEE-Utrecht) who attend activities of or related to AEGEE-Utrecht, whether in physical or online form. The code of conduct therefore applies to the entire association, including fraternities and committees and their activities (whether or not closed).*

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# Definitions

*The following examples mentioned with the definitions are not a limitative enumeration.*

**Undesirable behaviour:** a behaviour, act or omission of an act (for example, not asking for consent) that has negative consequences of a physical, psychological or social nature. In any case, this includes, but is not limited to: harassment, sexual harassment, discrimination, aggression, violence and bullying;

These include:

**Aggression and violence:** harassing, threatening or attacking a person psychologically, physically or verbally.

**Discrimination:** making a distinction without justification, expressing insults, excluding or acting violently against members and/or guests of AEGEE-Utrecht on account of religion, beliefs, political opinion, race, sex, gender identity, sexual orientation, nationality, marital status, age, disability or chronic illness or on any other grounds;

**Destruction and theft:** the deliberate damage to the property of AEGEE-Utrecht (and those of its members and visitors) or the property of the location that AEGEE-Utrecht uses for its activities, or the theft of these properties<sup>1</sup>;

**Harassment:** any form of verbal, non-verbal or physical behaviour that has the aim or effect of violating the dignity of a person, or which creates an unsafe situation or feeling;

**Bullying:** intimidating behaviour of a structural nature by one or more members against one or more members;

**Sexual harassment:** any form of verbal, non-verbal or physical behavior with a sexual connotation that has the aim or effect of damaging the dignity of a person, or that creates an unsafe situation or cause someone to feel unsafe;

(Lack of) consent plays an important role in sexual harassment:

**Consent:** an agreement between all parties involved about performing and/or undergoing a certain act and about the way in which this is done. As long as there is no explicit mutual

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<sup>1</sup> 'Brassen' is not usually considered theft, because the intention is to return the brassed item within a certain time frame after a consideration. It does however apply that the party that 'brasses' an item is reasonably expected to handle the stolen object with due care.

consent , the actions are considered inappropriate behaviour. In short: yes = yes, and all other forms are no. Persuading is not a yes;

With regard to the actors in this code of conduct:

**Member:** someone who is officially registered with AEGEE-Utrecht or with the alumni association of AEGEE-Utrecht until the membership expires.

**Defendant:** the person to whom the report relates;

**Complainant:** the person who reports an undesirable behaviour;

**Safe-person:** a member or members of the board who can be approached for undesirable behaviour or other matters during activities organised by AEGEE-Utrecht. During European Events it is possible that the committee on duty also appoints safe person(s);

**Confidential advisor:** members appointed by the GMM who, independently of the board and third parties, hear reports, complaints and stories in confidence. The confidential adviser has a duty of confidentiality towards the board, third parties and the other confidential adviser.

**Advisory Board (RvA):** A group of people appointed by the GMM (according to the HR: between three and seven people, of which at least two are members or former members who do not come from the most recently retired board) that provides advice at the request of the board or on its own initiative. Members of the Advisory Board also have a duty of confidentiality.

Finally, a number of definitions of sanctions (see also the procedure and decision-making section):

**Sanction:** the imposition of a punitive measure on a member for undesirable behaviour;

**Expulsion:** the immediate termination of a member's membership;

**Suspension:** one day or several consecutive days during an association year during which a member has no access to the activities organised by AEGEE-Utrecht or AEGEE-Europe, and is not allowed to perform any functions (such as committee work) within AEGEE;

**Inclusiveness:** a state in which there is no exclusion, often based on the idea that everyone is equal and has equal rights;

**Internal regulations (HR):** Internal regulations are a collection of rules for associations. These rules support the statutes and concretise the operation of the association.

# Respect, interaction, accessibility and inclusiveness

At AEGEE-Utrecht we strive for respect, accessibility and inclusiveness.

Members adhere to the following principles:

1. AEGEE-Utrecht is an open association in which everyone is welcome. All members should be treated with respect and members are expected to respect each other.
2. Discrimination is not allowed.
3. At AEGEE-Utrecht we look out for each other and address each other about undesirable behaviour.

## Alcohol Policy

AEGEE-Utrecht is a student association where alcohol may be served and drunk, provided this is done responsibly.

Members adhere to the following rules:

1. The consumption of alcohol is permitted for members over the age of 18, as long as the member does not exhibit undesirable behaviour;
2. Non-alcoholic drinks are also offered at every activity of AEGEE-Utrecht;
3. It is not permitted by law to provide alcohol to members under the age of 18;
4. Members are not pressured to consume alcohol. For activities with a drink character, it should be clearly indicated that there is the possibility to refuse alcohol;
5. It is not allowed to provide alcohol to members who have clearly consumed too much. Volunteers behind the bar/bar committee members reserve the right to no longer provide alcohol to members who have drunk too much, they have an Instruction Responsible Alcohol Serving (IVA) certificate.
6. It is forbidden to bring alcohol to an activity organised by AEGEE-Utrecht, unless indicated otherwise.

# Sexual Harassment

AEGEE-Utrecht strives to be a safe place in which it is normal to ask for or check consent: 'are you okay?'

Members adhere to the following rule:

1. Sexually transgressive behaviour is not tolerated within AEGEE-Utrecht. Any form of sexual harassment, whether verbal, non-verbal or physical, is not allowed.

# (Online) bullying and intimidation

At AEGEE-Utrecht we strive for an environment where there is no bullying.

Members adhere to the following rules:

1. Bullying is not tolerated within AEGEE-Utrecht. This form of structural intimidation of one or more members against one or more members is not allowed in a physical environment as well as an online environment.
2. Intimidation in any form is not allowed.

# Aggression and violence

At AEGEE-Utrecht people treat each other and each other's belongings with respect.

Members adhere to the following rules:

1. It is not allowed to psychologically, physically or verbally harass, threaten or attack another member or visitor.
2. It is not permitted to deliberately destroy or steal items belonging to AEGEE-Utrecht, a member or visitor or external party (such as: lessor or caterer).

# Reporting centre, procedure and decision-making

## Reporting centre

It is important to describe where a member can report if that person experiences or witnesses something. There are several people who can be approached to make a report: the board or the confidential advisers. The member can report to any current board member or to one of the confidential advisers. Approaching the confidential adviser may be more convenient if the member prefers to remain anonymous to the board (see the heading 'Confidential advisers'). Incidentally, the board also has a duty of confidentiality towards each other. The confidential advisers can best be reached by email. The board can be addressed as desired during activities, approached via the (board) telephone, via e-mail or at the office.

The board can also observe undesirable behaviour itself and take action on the basis of this, without anyone else reporting it. In that case, the procedure described below also follows.

## Procedure

After a report or an observation by the board, the board and/or the confidential adviser can take further action. With the consent of the complainant, the board may enlist the help of the confidential advisers and the RvA. Enlisting help is an important factor: two know more than one. An important distinction should be made here between the confidential advisers and the Advisory Council (RvA): The complainant can talk to the confidential adviser (if the complainant needs this). They can provide support where necessary and find out if more help is needed. The complainant may tell his full story to the confidential advisers. If it appears that the accused also needs help, the member may also turn to the confidential advisers. The same standards apply to both the complainant and the accused. The RvA may, if the RvA is involved in the decision-making, issue an advice. The RvA uses this code of conduct as a guideline during its advice. Members of the RvA have a duty of confidentiality. Cases are submitted to the RvA anonymously, provided this does not hinder the explanation.

The board is ultimately the one who imposes the sanction on the member. The sanction is imposed on the member in the following way:

1. The accused is offered to talk to the board before a judgement can be formed about the situation. This conversation will take place as soon as possible. If no



discussion can take place, the accused will receive a written notice containing the sanction;

2. The board discusses whether a sanction is necessary and reaches agreement on the sanction;
3. During a follow-up interview, it is made clear what the sanction is for the accused and what the reasoning behind the sanction is;
4. The sanction will take effect immediately after the interview, unless otherwise agreed/decided.
5. After the interview, the accused will receive a written confirmation of the sanction and an explanation of this.

### **Possible sanctions**

The board determines which sanction is appropriate for (the nature of) the transgressive behaviour, but no guidelines have been deliberately drawn up since each case is different. These may include, but are not excluded:

1. Warning;
2. Denial of further participation in the ongoing activity;
3. Corvee or cleaning;
4. Financial compensation;
5. Removal of the member from e.g. a committee or fraternity;
6. Suspension for a certain period of time;
7. Expulsion;

### **Appeals procedure**

As stated in the Articles of Association, Article 11, paragraph 6, the member in question may appeal against an expulsion at the next GMM, provided that this person has expressed the wish to appeal within one month of the date of the written expulsion.

It is not possible to appeal against other sanctions. During the meeting with the board there is room to discuss any disputes.

# Confidential advisers

AEGEE-Utrecht has confidential advisers. A number of rules regarding the confidential advisers are explained below so that they are understandable to every member.

1. The confidential advisers are independent of each other and have a duty of confidentiality towards each other, the board and third parties. This duty of confidentiality is included in the Internal Regulations.
2. Each confidential adviser can be reached via an email address of which only they themselves have login details. Click [here](https://aegee-utrecht.nl/contact-en-informatie/gedragscode) for the e-mail addresses (<https://aegee-utrecht.nl/contact-en-informatie/gedragscode>).
3. Due to the duty of confidentiality, the confidential adviser may not act on his own initiative in a manner that would compromise confidentiality. If the reporter gives **explicit permission** it is possible to deviate from the duty of confidentiality. The reporter determines what information is shared and with whom.

# Overview of possible relevant emergency services

Emergency	Explanation	Website	Telephone/e mail
Confidential counsellors Utrecht University	Available for all UU students	<a href="https://www.uu.nl/organization/confidential-counselors">https://www.uu.nl/organization/confidential-counselors</a>	See website
Confidential counsellors Hogeschool Utrecht	Available for all HU students	<a href="https://husite.nl/hu-helpt/begidse-rs-binnen-de-hu/vertrouwenspersoon/">https://husite.nl/hu-helpt/begidse-rs-binnen-de-hu/vertrouwenspersoon/</a>	See website
Break the silence	For people experiencing sexual harassment, abuse, violence, assault or rape	<a href="https://www.verbreekdestilte.nl/">https://www.verbreekdestilte.nl/</a>	0900 -9999-001
Centre for Sexual Violence	Offers professional help to anyone who has experienced an unwanted sexual experience	<a href="https://centrumsexualgeweld.nl/">https://centrumsexualgeweld.nl/</a>	0800-0188
The Listening Line.	The number is available day and night for anyone who needs a confidential conversation or listening ear.	<a href="https://www.deluisterlijn.nl/">https://www.deluisterlijn.nl/</a>	088 0767 000
AA The Netherlands	A helpline for problems related to alcohol. 24/7 085-1045390	<a href="https://aa-nederland.nl/">https://aa-nederland.nl/</a>	Available
NA The Netherlands	A helpline for problems involving drugs. Available 24/7.	<a href="https://www.na-holland.nl/">https://www.na-holland.nl/</a>	0612179265
Safe Home	Safe Home is there for advice and support and reporting domestic violence and child abuse.	<a href="https://veiligthuis.nl/">https://veiligthuis.nl/</a>	0800-2000
Mind-Correlation	For people who want help with psychological and social	<a href="https://mindgranulatie.nl/">https://mindgranulatie.nl/</a>	0900-1450

	problems.		
Foundation 113 suicide prevention	available 24/7 for all conversations about suicidality. You can also chat.	<a href="https://www.113.nl/">https://www.113.nl/</a>	0900) 0113
Victim Support Netherlands	Helps people pick up their lives after a major event.	<a href="https://www.slachtofferhulp.nl/">https://www.slachtofferhulp.nl/</a>	0900-0101
Politie.nl	online crime or offences	<a href="https://www.politie.nl/aangifte-of-melding-doen">https://www.politie.nl/aangifte-of-melding-doen</a>	See website
Report Crime Anonymously	Report Crime Anonymously is the independent hotline where you can provide anonymous information about crime	<a href="https://www.meldmisdaadanoniem.nl/">https://www.meldmisdaadanoniem.nl/</a>	0800-7000