

# Code of Conduct

AGM Germany 2017

The Erasmus Student Network is committed to promoting equality of opportunity for all, and to ensuring that no individual is 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. We make clear our zero-tolerance policy towards any kind of discrimination or threatening behaviour. We reaffirm the importance of our core values, those of unity in diversity, openness, tolerance and respect. We demonstrate our dedication to eliminating discrimination 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 individual, organisation or group participating in any activity of ESN International and covers conduct at:

- All meetings and events.
- All ESN-related online activity.
- All external representation of ESN.

## 3. Discrimination, harassment and violence

ESN is an environment which respects and welcomes everyone, and in which no form of bullying, harassment, violence, disrespectful or discriminatory behaviour is tolerated. Our policy extends to, but is not limited by, discrimination on the basis of:

- Age.
- Disabilities or impairments of any kind.
- Education and socio-economic background.
- Ethics and values, political or religious beliefs.
- Gender including sex, sexual orientation, gender identity or gender expression.
- Language and literacy.
- Physical appearance.
- Race including colour, nationality, ethnic or national origin.
- Role or experience within ESN.

## 4. Behaviours

All persons participating in the activities of ESN International must act in accordance with these values and work to cultivate an inclusive and accessible network. Individuals should be respectful and constructive in their communication and engagement with others. ESN will not tolerate any instance of verbally or physically aggressive behaviour. Violations of this Code should be reported to the designated Point of Contact (5.) and will be dealt with according to the relevant procedure (5.1–5.4.)

## 5. Points of Contact

The Point of Contact is responsible for ensuring that all parties present are aware of their rights and obligations under this Code of Conduct.

During ESN International events (such as AGM, CNR, RPs, Eduk8, Committee meetings etc.), the chairing team, main facilitators of the meeting or an International Board Member is the Point of Contact. In case of witnessing or experiencing any kind of bullying, degradation, harassment, verbal, non-verbal discriminatory behaviour, you should report it to the Point of Contact, provided you feel comfortable doing so.

For violations of the Code committed through online platforms and in cases where you do not want to approach the Point of Contact, you have the option of submitting an incident report through the online form at [www.esn.org/code-of-conduct](http://www.esn.org/code-of-conduct). The submission will be received by the Director of ESN International and the President of the International Board. The submission is confidential and you have the right to remain anonymous if preferred.

**5.1** In the case of witnessing or receiving any complaints the Point of Contact is required, on their best judgement, to, in a successive order and depending on the severity of the action:

- Remind participants of their obligation to act in accordance with the Code of Conduct.
- Engage in a one to one conversation with the offender to make sure that there is an understanding of the reason of the inappropriate action.
- Engage with the offender to explain and ask for an apology and/or retraction of the action.
- Suspend the session or ask the offender to leave from the remaining of the meeting.
- If the point of contact was alone when receiving the complaint, the decision should, when possible, not be taken alone.

Incidents that require further action will be dealt with at a country or international level.

**5.2** If the code of conduct has been violated with respect to a group that is present, the same procedure as described above applies. Any of the present members of the group have the right to demand an excuse and/or a mediation procedure as described above. The offended group also has the right to nominate one of its members to exclusively represent its interests in the mediation process. If the Code has been violated with respect to a group that is not present, any participant of the meeting can bring the incident to the Point of Contact.

**5.3** If the Point of Contact feels at any time that there is a risk of injury to any person, they should ensure that the venue is safe for all participants and contact the relevant authorities if necessary and possible according to the laws of the country.

**5.4** In order to protect the privacy of the persons affected, all parties involved are bound to silence, except if any legal procedure requires disclosure or for the safety of an individual, and discretion about any facts they come to know during the mediation process. The Point of Contact shall not disclose the identities of the parties concerned without consent.

## 6. Exceptions

We acknowledge that some countries or communities may permit or require some form of segregation (e.g. based on gender for certain activities/trips), which goes against the spirit of our code of conduct. In this situation, we would not expect anyone acting on behalf of ESN to violate local laws, or expose themselves to any risk of legal or physical harm. Any restrictions of this nature should be communicated to the Point of Contact prior to the activity.