

## Code of Conduct

Dear General Members' Assembly,

SPiN strives to make her association a place that feels safe to not only her members, but to all attending her activities. The XVI<sup>th</sup> board therefore wants to implement a code of conduct. This code will highlight the behaviour that is encouraged and appreciated at activities and list the behaviours that are deemed unacceptable. This code is based on the code of conduct of SOFv, JFV, as well as the faculty of Social Science, and is adapted to cater to SPiN and her members. It states that all SPiN members as well as all attendees of SPiN events, must adhere to this code. If one does not adhere to this code, then there will be a warning, or a ban on attendance of activities. In addition to adhering this code, the XVI<sup>th</sup> board would like to add this to the website, as well as send an e-mail to all members stating that they must agree with this code and make it mandatory to check a box agreeing with the code when one signs up to become a member as well as when one buys a ticket. One must be in conformance with this code to be a member of SPiN. The XVI<sup>th</sup> board hopes that by implementing this code, there will be an increased feeling of safety and wellbeing among SPiNs' members.

The XVI<sup>th</sup> board hopes to have properly informed you about the proposal of the code of conduct and welcomes any questions during the General Members' Assembly. Questions may also be sent to [secretary@spin-nijmegen.com](mailto:secretary@spin-nijmegen.com) before Tuesday the 12<sup>th</sup> of March 2024 23:59 PM, these will then be discussed at the GMA.

Yours faithfully,

The XVI<sup>th</sup> board of Study association Psychology in Nijmegen.

## Code of Conduct Study association Psychology in Nijmegen (SPiN)

### 1. Purpose

This code of conduct describes the desired behaviour within the Study association Psychology in Nijmegen.

It is important that every member feels safe within the association, and the well-being of each member and persons who come into contact with the association, is taken into account. SPiN will do what is necessary to ensure the safety and well-being of its members within the association. It is of utmost importance that members do not deviate from the code of conduct to ensure that everyone feels at home within the association. Secondly, the aim is to create an open culture of dialogue. This means creating an atmosphere where everyone feels comfortable discussing and asking anything. SPiN expects members to encourage each other to behave in line with this code of conduct and expects an active attitude from its members in this regard.

The code of conduct contains the basis for standards and values established by SPiN. The impact of the code of conduct is also described. The code of conduct contributes to the awareness of standards and values and ensures that compliance is encouraged. Members of SPiN are encouraged to address each other regarding behaviours that do not align with what is specified in this code of conduct.

It is SPiN's vision to create an open culture of dialogue. An open culture of dialogue brings many benefits that can contribute to compliance with the code of conduct and encourage members to adhere to it. An open culture of dialogue contributes to effective collaboration within our association. When someone opens up, they can be better understood, and what a member finds important can be determined. This can then be considered. Furthermore, openness is contagious. If a member is open, it invites others to also be open about issues addressed by this code of conduct. Members show understanding for each other, can consider each other's needs, and where necessary, help each other. This code of conduct serves as a basis for this.

The code of conduct consists of three parts: first, describing general behaviours, secondly establishing personal guidelines, and thirdly it addresses actions in case of code of conduct violations. The code of conduct serves as a supplement to legislation.

This code of conduct can be adjusted at any time by the board and the General Members' Assembly if necessary. This adjustment will be made in accordance with the Bylaws and the Articles of Association of SPiN.

The code of conduct applies to all members, benefactors, and external attendees of SPiN. Additionally, this code of conduct applies to all activities organized by SPiN.

In case of unwanted behaviour, a report can be made to the board or the designated contact persons. The board and the designated contact person provide a listening ear, support, and can, where necessary and with permission, refer or take action. When a report is made to the board, the board will involve a designated contact person, provided the complainant agrees to this.

## **2. General behaviours**

1. I respect other members, and everyone involved in SPiN in any way.
2. I am primarily responsible for my actions.
3. I respect the boundaries of others.
4. I am responsible for the accessibility of SPiN.
5. I never tolerate discrimination.
6. I never tolerate crossing boundaries.
7. I never tolerate verbal or physical violence.
8. I respect others' property.
9. I handle sensitive information with integrity.
10. I respect the applicable house rules of external locations.
11. I can be called out for misconduct.
12. I call out others for violating the code of conduct.
13. I will not be under the influence of drugs.

## **3. Personal guidelines**

In addition to the general provisions, it is important to mention that each group involved in SPiN and its activities is expected to exhibit certain behaviours. To ensure this, several guidelines are provided for

each group below. In this code of conduct, there are the following three groups: attendees, committees/organizers, and the board.

### **3.1 Attendees**

1. You attend an activity out of your own motivation and ensure that you do not disrupt the activity.
2. Disorderliness resulting from, among other things, alcohol use is never tolerated at activities.
3. You respect the organizers of an activity.
4. You adhere to the rules and instructions of the staff at the location of an activity.

### **3.2 Committees/Organizers**

1. You take care of the activity you organize.
2. You try to make everyone feel welcome at the activity you organize.
3. You ensure that everyone's boundaries are respected.
4. You are aware that you may have a power dynamic and take this into account.

### **3.3 Board**

1. You are responsible for the implementation and adherence to the code of conduct.
2. You act with integrity in considering sanctions.
3. You must handle misconduct with integrity.
4. You are aware that you may have a power dynamic and take this into account.

## **4. Actions in case of code of conduct violations**

In case of code of conduct violations, there are possibilities for sanctions imposed by the board. The possibilities for sanctions, such as exclusion from activities and termination of membership, are laid down in the Statutes and the House Rules of the student association. To provide more clarity on the purpose and application of these sanctions, some guidelines are provided here.

### **4.1 Removal from activities**

1. If necessary, attendees of an activity can be removed. If possible, the person will be warned before being removed.

2. The board, the committee, and any external party are authorized to remove people from activities.
3. If action needs to be taken as a result of unwanted behaviour, the board must be informed.

#### **4.2 Official warnings**

1. The board can address someone with an official warning regarding their (mis)conduct and alert them to sanctions that may follow if this behaviour continues.
2. The board ensures the possibility of discussing the official warning.
3. An official warning is issued in writing.
4. If someone has been harmed by someone's behaviour, they can be informed about the issued warning.

#### **4.3 Sanctions**

1. The board can apply the sanction possibilities laid down in the Statutes and the House Rules for unwanted behaviour. An official warning does not need to be issued first for this.
2. The board ensures the possibility of discussing the sanction.
3. The imposed sanction must be proportionate to the misconduct.

#### **4.4 Execution of sanctions**

1. Sanctions are issued by the board.
2. The content and implementation of sanctions are laid down in the Statutes or the House Rules.
3. A sanction is communicated in writing to the relevant party. The board must justify why a sanction has been imposed on the sanctioned party.