

## Code of conduct

Erasmus Student Network Agder is committed to promoting equality of opportunity for all, and to ensure 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

The code of conduct is a set of rules and guidelines intended to protect our students and volunteers and ensure a safe, inclusive and supportive environment within the organization and its activities. The code reaffirms our core values of unity in diversity, openness, tolerance and respect, and aims to help our members and those affiliated with ESN and ESN Agder recognize and act in adherence to these values.

### 2. Persons to whom the code applies

The code of conduct applies to any individual, organization or group participating in any activity of ESN Agder, including, but not exclusive to: buddies, active members, international students, board members and guests.

The code covers conduct at during the following times:

- All meetings and events held by, or on behalf of ESN Agder
- All ESN-related online activity
- All external representation of ESN and ESN Agder

### 3. Behavior in accordance with the law

ESN aims to create a peaceful environment which respects and welcomes everyone. As a member of ESN Agder, you are expected to follow the laws of ESN Agder, of the University of Agder, of the Norwegian government, as well as any additional rules which may be presented.

This applies, but is not limited to:

- No drug use
- No stealing
- No destruction of property
- No violence
- No discrimination

- No threatening behavior

We have a clear zero-tolerance policy regarding these points. Failing to comply may be met with police action, as well as additional consequences internally within the university and organization setting (see “Consequences”).

#### **4. Behavior towards volunteers**

ESN Agder is an independent, non-profit student organization. As such, all members of ESN are volunteers, who give their time and energy for free. Be considerate and treat the work of our volunteers with respect. Otherwise, our volunteers will lose their will to do this work, which comes from a place of love and passion for ESN.

- Don't be cruel, inconsiderate, or harass our volunteers
  - Although feedback is appreciated, we ask that criticism is given constructively and kindly. It should be given to the person running the event, after the fact and sober, in writing, not during events, unless it is an item that has to be dealt with immediately.

#### **5. Behavior during events**

We organize events to give our students and volunteers enjoyable experiences and a sense of community. To make this possible, we expect everyone participating to behave respectfully and with decency towards one another and the work every member puts in.

- Being drunk is no excuse for bad behavior. All participants are fully responsible for their own actions, and will be held accountable as such, whether they were intoxicated or not.
- You are expected to leave any area in at least the same state in which you found it. If you make a mess, you are expected to clean it up.
- Be aware of the rules of the locale! Some of ESN Agder's events will be held in locations where alcohol cannot be brought in from the outside.
- If told by a board or active member to leave the event on grounds of bad behavior, you are expected to do so at once.
- We maintain the right to send people home if too drunk (by our standards). IF this means getting a taxi, the costs will go to the person being sent home.
- We take theft very seriously. Anyone caught stealing during our events will be faced with police charges, and their home universities will be notified.

- However, ESN Agder are not liable or responsible for things stolen at our events. These are brought to our events at own risk.
- No harassing the DJs! Most parties will open for the possibility of suggesting songs for the playlist in advance of the event. During the event however, the playlist is closed.

#### **6. Promotion of non-ESN events**

Should go via the board for approval, and we reserve the right to deny events that do not fit with ESN values or directly compete with our own events.

#### **7. Consequences**

We reserve the right to reject any individual who fails to comply with the code from any ESN Agder event at immediate notice. Depending on the level of seriousness, we may choose to inform the University of Agder, as well as any other university they might be affiliated to, about bad behavior.

If deemed necessary, any individual who does not comply with the code of conduct may be excluded from future events and participation in ESN Agder in general, either for a period of time or indefinitely.

If any incident is deemed a violation of the Norwegian law, police will be notified.

## Guidelines for Buddies and Active Members

These guidelines are in particular for our registered volunteers. They are not separate from, but rather an addition to the code of conduct's points 1 through 7.

### 8. Buddies

Buddies are expected to follow ESN Agder's code of conduct, to be respectful, open-minded and kind, but additionally, there's a few unique guidelines specific to buddies:

- You are required to communicate with the other volunteers in your buddy group.
  - If you cannot come to the first events of the semester, be sure to talk to your fellow members to make sure someone can be there.
- During the first month, we ask you to wear your buddy t-shirt to as many events as possible, as this makes it easier for both you and the students to see who the buddies are and who to ask for help
- In the Facebook group for your Buddy group, be active posting information, sharing phone numbers and answer questions that may be asked, arranging events and get-togethers, etc. It might be difficult to get responses, but we encourage you to keep trying, and to ask directly for your students to respond to your messages if your group is very quiet.
- **Check your emails regularly the first few weeks for information provided by ESN Agder, including your spam folder. Also keep an active eye on our Facebook groups, as this too, is an important arena for information. Make especially sure that you read our buddy brochure thoroughly before semester start.**
- Each buddy group is required to hold at least one event each month during a semester  
At least one event each month must be non-alcoholic (If you only hold one each month, then this one event must be one without alcohol). This is to ensure best possible inclusivity, as we have experience with many students uncomfortable at events with drinking, and we want to ensure the buddy groups and ESN Agder is open to these students as well.
- Failure to show up or notify the Buddy Manager about why one is not available during the semester start period may lead to exclusion of the buddy program in the future – our exchange students and fellow buddies trust you to do your part – don't let them down!
- Have a super fun time :-)

## 9. Active Members

As an active member you are required to follow our code of conduct like everyone else, but given your special role, there is a greater emphasis on the fact that you act as representatives of ESN Agder, and should act in a way that represents the organization well. Additionally, there's a set of guidelines more specific to your role:

**Be someone ESN can count on!** As active members make up a very important part of the organization, we need to be sure that we can count on them. This includes, but is not limited to:

- Adhere to the contract you signed!
- Answering all posts on our Facebook group and any messages or emails from the board. This is **OBLIGATORY!** Even if you cannot do what we ask, answer! Even if you cannot attend an event, reply.
- If you sign up for a task, we expect you to stand by it, or give notice at least two weeks in advance if you can no longer fulfill the task
  - In cases of immediate illness this may be overlooked.
- Active Members need to send a short report or summary of your activity each week to the Vice President, so the board keeps updated. This can be done over Facebook or the Vice President's email, and does not have to be more than a few lines long. Even if your activity or task is not happening that week, or you're away for a week and not doing anything ESN related, let the Vice President know.
- Active Members are required to attend board meetings regularly, and we are aiming for at least once a month. Invitations to board meetings where we'd like Active Members to participate will be issued beforehand, and it is obligatory to respond to these, and to notify us if and why you cannot come. **Note that it is required to attend at least two board meetings or active member meetings per semester.**
  - Any Active Member can request to sit in at a regular board meeting or to request an extra active member meeting if they have an issue they'd like to bring up. The board reserves the right to say no to access to regular board meetings if matters on agenda are deemed sensitive.

### Take Initiative!

Many of our new ideas come from the active members, and we love to get feedback and hear from you. We also have many tasks and positions covering a range of areas, so don't be afraid to take initiative!

Although we encourage initiative and new ideas, we ask you to always run your idea by the board before putting it into action, as this is necessary for it to be officially ESN Agder projects. Keep us informed!

- Any official ESN Agder event should aim to fulfill our core values of being open, inclusive and provide a safe space for anyone involved.
- If you wish any support from ESN Agder in running the event, in the form of economic support, in booking of rooms, buying material or similar things which require planning from the board, you must send an application at least 1 week before the event to the board at [board@agder.esn.no](mailto:board@agder.esn.no).
  - The board reserves the right to refuse any requests which are deemed unsuitable for the organization at the time.
  - Requests made informally, such as orally or through Facebook, will not be granted without the written application.

#### **Guidelines regarding the running of events**

- For each bigger event, such as parties, a working group should be created with a coordinator in charge of communication and making sure duties are communicated and maintained.
  - Active members in charge of events should be given checklist so they know what their duties are. Questions are then redirected to this individual.
- For parties at alibiet:
  - If there is less than 2 sober guards and 2 cleaners, the event must be cancelled. One board member must be available to open and a detailed checklist should be given to sober guards over tasks, and things to remember (these are given to coordinator of working group, which any cleaners and sober guards are part of)
  - Recommend: Sign up for all you can, we won't put you on all, but we need to make sure we have people for all of them
  - A person must stand behind the counter, no one except sober guards and board members allowed
  - Parties held at alibiet should be on fridays, to ease clean-up and access to office.
- Rules for music:
  - A playlist is made in advance, but we maintain the right to edit it so that it fits to the theme or other. People can make suggestions for it in advance, but no changes will be made or suggestions taken during the party itself.
  - Music is not changed during the song if people are dancing to it.
- Every event should be assigned a photographer in advance

### Consequences

- Active members face the same consequences for breaking the code of conduct as all others, but also face consequences if their contract is not upheld.
  - For a major violation of rules as set out in the code of conduct, they will be kicked out of the organization.
  - For minor misdemeanors such as not answering messages, not attending obligatory meetings without notification, etc, a warning will be given the first two times, whereas after last warning, they will be excluded without certificate, on grounds of inactivity and breach of contract.
    - Although if deemed appropriate, since we know sometimes things just get in the way, despite best intentions, the individual can be given a chance to plead their case.

