

# CODE OF CONDUCT

## **Introduction**

The purpose of this Code of Conduct is to set up guidelines to ensure that everyone feels welcome and safe at DSF events, and thereby prevent uncomfortable and discriminatory behaviour in accordance with §4 in the bylaws of DSF. At the same time, procedures and possible sanctions in relation to violations of the code of conduct are described.

This code of conduct is applicable to all DSF events, including conferences, courses, seminars, meetings, social events and other types of events not included in the above-mentioned categories. As a participant at a DSF event, you are expected to be well informed in regards to the short version of the codex and act accordingly. The Executive Committee of DSF is responsible for promoting the code of conduct at the beginning of each event and making sure that it reaches broadly in the organisation.

## **Good behaviour**

DSF does not accept any kind of discrimination as stated in §4 in the bylaws. Thus, as a participant, you must always behave properly and respectful towards others, regardless of who they are. It is important that participants strive to be inclusive of each other and do not behave demeaning towards other participants. This should ensure that we have a good time together.

The main rule is that all participants should feel welcome at all of DSF's events.

The student body is large and diverse. Because of this, we are many different people, with a diverse background, meeting each other at DSF events. Therefore, you must, as a participant, be aware of how your behaviour (language etc.) can affect others. Even without bad intentions, your behaviour can be uncomfortable or offensive to others and this should be avoided.

## **Tone of debate**

At DSF events, there are often intense political debates, among dedicated and passionate participants, about important topics, in which opinions battle each other. It is important that we always create a space for an open and honest debate, since this is the foundation of the work and the democratic basis of DSF.

At the same time, it is important that the debate is fair and respectful. Contributions to the debate must be about the topic and not attack the participants of the debate.

There must be room for disagreement and for challenging each other's opinions and arguments, but still there always must be room for and respect for the participants.

### **Additional rules for participation**

It is expected that the participants of DSF's events participate actively in the organised activities during the event. The participants must respect the time frames informed. The participants must respect the facilities available in relation to the event and their possible rules of use.

## **Procedure of potential violations of the Code of Conduct**

### *1) Report*

If you, as a participant at a DSF event, experience something uncomfortable, it is possible to "report" the situation to the trusted persons. If you wish, you can also ask someone else to report it to the trusted persons on your behalf. The trusted persons will always be committed to manage cases and inquiries confidentially and with discretion.

In case *the reporter* wishes the situation to be acted upon, the trusted persons inform the Executive Committee who will take charge of setting up an ad hoc committee to handle the case.

You are always welcome to contact the trusted persons, even though you do not want them to act upon a situation e.g. for comfort, support or advice. The Executive Committee will be informed about any approaches without the intend of acting, unless *the reporter* does not want that. The Executive Committee are committed to the same confidentiality and discretion as the trusted persons.

The trusted persons, the Executive Committee, or the chairpersons of the meeting can, together with the trusted persons, set up an ad hoc committee if they become aware of a potential violation of the Code of Conduct that they consider to be serious.

### *2) The ad hoc committee*

The committee will discuss and assess whether there is need for sanctioning. If the committee does not believe there is a need or basis for sanctioning the process ends here.

Before they decide about sanctioning, the committee must meet with both *the reporter* and *the potential violator* of the Code of Conduct, in order to have the case clarified in the best possible way and hear both parties out.

The committee has, as far as possible, 12 hours to make a decision from the committee is set up. The decision of the committee needs to be unanimous.

It is up to the committee to consider which kind of sanction is appropriate in the concrete situation.

The composition of the committee differs depending on the type of the event. In the following types of events, the committee is composed like this:

#### a. Political conference:

The chosen trusted persons, one member of the Executive Committee and one member of the Board

- b. Summer camp and similar events:  
The chosen trusted persons, one member of the Board and one member of the Executive Committee.
- c. At meetings:  
One of the chairpersons at the meeting, one member of the Executive Committee and two members of the Board
- d. Other situations e.g. social events:  
Two members of the Executive Committee and two members of the Board

In the composition of the committee, there must be aimed for a gender balance as well as a MO based balance.

### 3) *Sanctions*

The possible sanctions that the ad hoc committee can give *the violator* are:

- Verbal warning
- Limiting the participation at the current event
- A public letter from DSF to the Member Organisation the person in question is from
- Removal of the person from the event at which this occurred
- Limiting participation in future DSF events

### 4) *Right to appeal*

*The violator* as an individual or the Member Organisation of the person have the right to complain about a sanction to the Board. The appeal must be sent in writing to the Executive Committee within 48 hours after the sanction has been announced, but at the earliest 48 hours after the event has ended.

The appeal will be handled at the first subsequent Board meeting. The Board can choose to stick to the original sanction, decide on different sanction or waive the sanction. The decision of the Board is made with simple majority.

The complaint is handled as a closed agenda point and the members of the Board are imposed confidentiality.

If the sanction is waived, the now cleared *violation* will receive an excuse from DSF and the Executive Committee will take the right steps in order for the person in question to feel welcome at DSF events.

### 5) *Description of actors and roles*

#### **Trusted persons**

The choice of trusted persons differs depending on the type of event:

- a. At events that include overnight stays e.g. political conferences and summer camps, two trusted persons are elected, of different genders, at a Board meeting before the event

- b. In a meeting situation e.g. committee meetings and Board meetings, the chairperson(s) of the meeting will function as trusted person(s)
- c. At all other events e.g. social events, the Executive Committee functions as trusted persons.

In case of a withdrawal of the trusted persons or if no trusted person is chosen, according to the above, the Executive Committee functions as trusted persons.

The trusted persons must be present and available during the events and their phone numbers clearly informed to the participants, so they are easy to contact.

### **Chairpersons of the meeting**

Chairpersons are relevant in meeting situations where chairpersons are elected such as at the political conference, Board meetings and committee meetings. Chairpersons are responsible for the meeting being held properly and that the debate is fair and respectful and therefore must appeal to participants or the meeting in general, when this is not the case.

Chairpersons at the political conference can use the tool "5 minutes break" if they find that the debate is overheated.

Moreover, chairpersons have the possibility of expelling participants who repeatedly disturb the execution of the meeting as described in the rules of procedure of the respective meeting.

### **The Executive Committee**

The Executive Committee is the daily leadership and therefore always has the overall responsibility of DSF events.

The Executive Committee is responsible for setting up the ad hoc committee and that the described procedures in the Code of Conduct are followed. Moreover, the Executive Committee is responsible for possible sanctions to be implemented and for possible appeals being treated.

Participants who openly violate the criminal law, constitute a danger to or cause serious unease for other participants can be expelled immediately from DSF's events by the Executive Committee without consideration to the described procedures in the Code of Conduct. Expelled participants can appeal following the same stipulations as sanctioned *violators*.