

## Code of conduct

The code of conduct is a set of rules and guidelines intended to protect our students and volunteers and ensure a good and supportive environment within the organization. It applies both to our volunteers and to the international students affiliated with us, and any third parties or individuals joining our events or otherwise involved with us.

As part of ESN Agder, whether as a volunteer or an international student, you are representatives of the university and the Erasmus Student Network (ESN), an independent, non-profit, international organization, and you are expected to act accordingly.

- **Compliance with law:** All members of ESN Agder, and international students affiliated with ESN Agder, and other parties affiliated with ESN Agder through, for example participation in joint events, are expected to follow and comply with Norwegian law.
- This applies, but is not limited to:
  - No drugs
  - No stealing
  - No destruction of property
  - No violence
  - No discrimination
- Non-compliance will be met with police action, and consequences internally within the university and organizational setting (See below under “Consequences”)
- **Respect our volunteers:** All ESN members are volunteers, our work and time is given for free, we do not get paid, and we expect people to be considerate of this fact, and treat our work and persons with respect. Otherwise, we lose the 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 or others.
  - Although we appreciate all feedback, 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.
- **Events:** We organize our 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 our work.
  - Being drunk is no excuse for bad behaviour. All participants are fully responsible for own actions, and will be held accountable as such, whether they were intoxicated or not.
  - If you make a mess, you will be expected to clean it.
  - 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 are not liable for any costs.

- If you are told to leave an event by any of the board, or any active member given charge of the event, on the grounds of unacceptable behaviour, leave immediately, or face exclusion from future events.
- We look at theft very harshly, and people caught stealing will face consequences such as police charges and home universities being 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!
- **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.
- **Consequences**
  - We have the right to tell the university if bad behaviour occurs, and notify the home universities of international students, if this is considered necessary.
  - If deemed necessary, any individual who does not comply with our guidelines may be excluded from future events and participation in ESN Agder in general.
  - If any incident is deemed in serious violation of norwegian law, police will be notified.

## Guidelines for Buddies and Active Members

### **Buddies:**

Buddies are of course 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:

- 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.
- Have a super fun time :-)

### **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 organisation 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 organisation, we need to be sure that we can count on them. This includes
  - 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, except for immediate illness, if you are no longer willing or able to do it
  - 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 or take something on!

- 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!
- 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 misdemeanours 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.

