

Code of Conduct

Hereinafter referred to as CoC

Article I

Discrimination, Harassment and Violence

- 1) The ESN Pardubice is an environment that fully respects each individual and in which none of the forms of bullying, harassment, violence or discriminatory conduct are tolerated.
- 2) For the purposes of this text, by forms of discrimination is meant especially discrimination on the basis of:
 - a) Age;
 - b) Physical or mental disability; a celkově vzhled, ne jen disability
 - c) Education or socio-economic origin;
 - d) Ethical-value system or political opinion
 - e) Religion;
 - f) Gender, sexual orientation, gender identity or gender behavior;
 - g) Language and literacy;
 - h) Přídala bych education background

Article II

Conduct and Action of the Subjects of the Code of Conduct CoC of the ESN Pardubice

- 1) All those who participate in activities of the ESN Pardubice must act in accordance with values of the Code of Conduct.
- 2) All should observe respectful and constructive towards each other and toward third parties.
- 3) ESN Pardubice does not tolerate any form of aggressive and disrespectful conduct, whether verbal or physical.

Article III

Procedures and Sanctions

Reporting a (suspected) violation

Enforcing the Code of Conduct CoC can only be done if violations are reported. That is why everyone is encouraged to report a suspected violation if they witness it or become aware of it. Although it is understandable one may not feel comfortable reporting a (suspected) violation and one's own safety ultimately comes first, it is still encouraged to not look away and contribute to the values we uphold as an organization. To make the reporting process easier, the procedures for reporting a (suspected) violation are elaborated on below.

During events

During events of ESN Pardubice, (suspected) violations are reported in the first instance to the members of ESN Pardubice. Members of ESN Pardubice preferably consists of several of the following people:



- A member of the Safety Team¹;
- A member of the Board²;
- A member of the section;
- A member of the Organising team of the event

After an event an in other situations

After the initial report to the members of ESN Pardubice, violations should be reported through the report form, which can be found here: <https://forms.gle/jHCafLc4sby7j9yd7>. It is also possible to approach the Vice President of the ESN Pardubice via email (vicepresident@esnpardubice.cz) or other forms of informal communication.

Procedure after the report

After a violation is reported, it is forwarded to the Board of ESN Pardubice, where the following steps are taken:

- Confidentiality Foundation:
 - Confidentiality between the reporter and Board member is established. Any information or action-taking from this point onwards needs to be agreed upon by the reporter of the case.
- Information Collection:
 - Relevant parties are identified and inquired for further information. Other potentially relevant evidence is also collected.
- Defendant Hearing:
 - The reportee gets the opportunity to plead their case to the Board of ESN Pardubice in the form of conference. The initial report as well as relevant information that might be used for issuing a decision need to be addressed.
- Further Action:
 - The Board of ESN Pardubice decides on the next steps e.g. sanctioning, mediation. The reporter and reportee are informed accordingly.

The steps are a general guideline on how a report should be handled. However each case is different and the steps described are not always suitable. Therefore, the steps are only followed to the extent that is appropriate for each situation.

Sanctions

Types of sanctions

The circumstances in which Code of Conduct CoC violations take place are rarely the same. Although each violation is taken seriously, they vary in severity. The sanctions that are applied to a violation are therefore not predetermined. They are rather established on a case by case basis. By establishing the sanction in such a way, justice is done to each individual. To nevertheless make the consequences of a violation somewhat predictable, the sanctions that could be imposed are laid down below:

- A warning. Might constitute for grounds for further sanctioning;
- Removal from the event;
- Suspension of participation in events organized by ESN Pardubice;

¹ Safety team is a team of minimum 2 people from the section. Safety team should be present in all of our events to make sure out international students are safe and sound and enjoy at most their stay in Pardubice.

² Board is the highest possible position of the section. Board member is person who was appointed or voted on the position. Board consists of President, Vice President, Human Resources manager, Communication Manager & Events manager.



- Permanent removal from events organized by ESN Pardubice

