

1 **Code of Conduct of the Association of Process** 2 **Engineering Students**

3 This document contains information on the Code of Conduct (hereinafter guidelines) that
4 regulates the activities of the Association of Process Engineering Students (hereinafter the
5 Association). These guidelines apply to every person operating in the Association and are
6 applied to all activities and events of the Association, including the Association's premises.
7 Persons participating in the activities of the Association adhere to compliance with the
8 guidelines of the Association.

9 **I Policies**

10 **1 § Harassment**

11 The Association does not tolerate harassment in any form. All members of the Association
12 have the right to be themselves and to be treated equally. The Association's mission is
13 to ensure a safe and welcoming environment for its members and others participating in
14 the Association's activities at all Association events, regardless of age, nationality, gender
15 identity, sexual orientation, religion, mental and physical characteristics, ethnic background,
16 or any other characteristic.

17 Harassment or inappropriate behavior may take the form of verbal or non-verbal abuse,
18 sexism, racism, unwanted physical contact or communication, intimidation, discrimination
19 or bullying. The experience of harassment is subjective, i.e. what is offensive, distressing,
20 and perceived as harassment varies from person to person, so what matters most is the
21 individual's own experience of the situation.

22 If it is discovered that a person is acting in clear violation of the Association's guidelines either
23 during the Association's activities or elsewhere, sections of Chapter 3 may be implemented. If
24 inappropriate treatment occurs at a teaching event or by Aalto University staff, the Manager
25 of Academic Affairs at the School of Chemical Engineering should be contacted instead of
26 the Association.

27 **2 § Principles for a safer space**

28 The association follows the principles of the Aalto University Student Union (AYY) in its
29 activities. According to Aalto University Student Union's Safer Space Policy, "a safer space
30 is a policy that aims to create an equal and comfortable place for everyone to study, work
31 and spend time".

32 **II Harassment contact persons**

33 **3 § Duties and responsibilities**

34 The role of a harassment contact person is to be the first point of contact for those involved
35 in the activities of the association in the event of possible harassment. The harassment

36 contact person can be contacted regarding all harassment and equality issues. In harassment
37 situations, the harassment contact person will facilitate discussion, help in sorting out the
38 situation and, if necessary, assist in contacting the AYY harassment contact person, the
39 police, health services, or other assisting parties.

40 All conversations with the harassment contact person are confidential, and all conversations
41 between the harassment contact person, the person experiencing the harassment, or other
42 persons involved in the incident remain private. The harassment contact person will not sha-
43 re any information or take any action without the consent of the person experiencing the
44 harassment. The harassment contact person may only bring to the attention of the board
45 matters for which they have received permission from the person who has been harassed
46 and for which further action is required. The harassment contact persons may only discuss
47 incidents between themselves with the consent of the persons being harassed. However, ha-
48 rassment contact persons may discuss with each other larger harmful themes in the activities
49 of the Association or its members and bring these to the attention of the board, as long as
50 the discussions do not share identifying details.

51 **4 § Selection**

52 The harassment contact person must be a full member of the Association, and there is no
53 limit to the number of harassment contact persons in the Association. Harassment contact
54 persons are selected via a separate application, and selections are done by the Association's
55 board at a board meeting. Harassment contact person applicants are interviewed by the
56 board to verify their suitability. In the selection of the harassment contact persons, the aim
57 is to select as diverse a group of representatives as possible. The selected harassment contact
58 persons will be trained both by previous harassment contact persons and, whenever possible,
59 in AYY's or in another party's harassment contact person training.

60 The term of a harassment contact person is not fixed, and the term ends when the harass-
61 ment contact person in question requests it. However, the board has the right to dismiss a
62 harassment contact person if they fail to fulfill their duties as a harassment contact person.

63 **5 § Event organizers as harassment contact persons**

64 An event organizer may act as a harassment contact person for the duration of an event
65 if they have attended the harassment contact person training organized by the Associa-
66 tion's harassment contact person. The organizer's role is to support and assist a victim of
67 harassment in seeking help.

68 **III The process in the event of non-compliance with the guidelines**

69 In the event of a non-compliance with the guidelines, the board of the Association may
70 impose disciplinary action at a board meeting on the person concerned. The board will
71 determine which section applies to the violation.

72 Before any disciplinary action is decided, all parties must be given adequate opportunity
73 to be heard on the matter. If the parties concerned fail to appear for a hearing despite
74 several requests, the board has the right to impose disciplinary action without a hearing.
75 The board is liable to inform the party concerned of the disciplinary decision. If a member
76 of the board is concerned or otherwise biased in the proceedings, they shall be suspended
77 from the proceedings. Depending on the circumstances, a member of the board or an officer
78 of the Association may be suspended from other duties as well.

79 All written warnings shall be recorded in a separate file that is in the possession of the
80 chairman. Records of the enforcement of Sections 6 and 7 shall expire in one (1) year,
81 Sections 8 and 9 in two (2) years, and Section 10 shall not expire. A person subject to
82 disciplinary action has the right to know what information about them is being retained.

83 **6 § Personal verbal warning**

84 The board of the Association shall issue a personal verbal warning to the offender for the
85 non-compliance.

86 **7 § Personal written warning**

87 The board of the Association shall issue a personal written warning to the offender for the
88 non-compliance.

89 **8 § Prohibition to act in the Association's functions**

90 A person acting in any position in the Association may be prohibited from continuing in
91 their position. The prohibition shall last at most until the end of the position's term.

92 In addition, 7 § of the Code of Conduct shall be implemented.

93 **9 § Prohibition to participate in the activities of the Association**

94 A person may be denied the right to participate in the activities organized by the Association,
95 with the exception of the Association's meetings. If necessary, information about the prohi-
96 bition of participation may be distributed to those responsible for an event. The prohibition
97 may be imposed for a maximum period of six (6) months.

98 In addition, 7 § of the Code of Conduct shall be implemented.

99 **10 § Expulsion from the Association**

100 The board of the Association may expel a person from the Association who has committed
101 an exceedingly serious offense per Article 7 of the Association's rules.

102 In addition, 7 § of the Code of Conduct shall be implemented.