

SHS

Code of Conduct

Introduction

The Code of Conduct describes SHS's shared values and applies to all SHS activities, at all events, and in situations where SHS members interact with each other or with others. The aim is to contribute to a safe, inclusive and respectful environment for everyone.

The Code of Conduct complements the student union's disciplinary regulations.

If you experience harassment or would like to talk about these issues, you can always contact the SHS Equality and Harassment ombudsmen. Contact details are available at shs.fi.

What is the SHS Code of Conduct?

Code of Conduct is a document that outlines the values and principles that are important in our community.

The purpose of the Code of Conduct is to contribute to a safe Student Union environment, prevent harassment and make it easier to act when encountering inappropriate behaviour. The document also encourages SHS members to intervene in situations that may make others uncomfortable or risk leading to harassment.

The Code of Conduct applies to all events organised by SHS or its sub-organisations and covers all activities within committees, clubs and sub committees. It highlights different citations and themes that may be considered sensitive and that everyone should take into account when planning and participating in activities.

Why is it important to me?

It is important that everyone participating in SHS activities act respectfully towards each other and their surroundings. The Code of Conduct applies to all activities and events organized by SHS. Whether you are a SHS member, an event participant or a partner organization, you are expected to be familiar with and follow the Code of Conduct. Not having read the document does not exempt you from its provisions.

How should I act?

If someone violates the Code of Conduct, disciplinary actions may be taken. Such actions may include an official warning, a ban from participating in student union activities or denial of access to the student unions facilities. If illegal actions occur in connection with SHS activities, the police will be contacted.

The most important thing is to act respectfully and show consideration for others and your surroundings. If you are unsure in a situation, it is better to ask than to assume or jump to conclusions. If you experience or witness harassment or other inappropriate behaviour, you should contact the event organizer or an equality and harassment ombud. This allows the situation to be handled safely and ensures that you receive the support you need. It also helps prevent similar situations in the future.

Content

1	Purpose
2	Application
3	SHS Code of Conduct - Our shared values
4	Code of Conduct for events
5	Expected behaviour at SHS events
6	Reporting an incident
7	Violation of the Code of Conduct
8	Communication of the Code of Conduct
9	Practical applications

Purpose

The purpose of the Code of Conduct is to clarify SHS's shared values and provide guidance on how we are expected to act within the student union's activities.

Application

This Code of Conduct applies to all SHS members, SHS employees, participants in SHS events, partners, as well as individuals holding positions of trust within SHS or operating within its sub-organisations. The Code of Conduct applies to all types of interactions within the student unions's activities, both in person and remotely.

Anyone who violates this Code of Conduct or other SHS regulations may be subject to disciplinary actions in accordance with the applicable rules. Cases concerning violations are handled by the disciplinary committee and/or other competent body, depending on the nature of the case.

SHS Code of Conduct-Our shared values

Equality and Inclusion

SHS strives to be an equal and inclusive community where everyone is treated equally. No one shall be disadvantaged on the basis of, for example, gender, gender identity, sexual identity, sexual orientation, age, ethnic or cultural background, socio-economic situation, or other comparable factors. Within SHS, gender and sexual identity are never decisive for responsibilities, opportunities, or treatment. The student union actively works to counteract stereotypical perceptions and outdated norms. SHS recognizes that not everyone identifies within a binary gender framework, and when gender is requested, it should be done in an inclusive manner - or not at all if it is not relevant.

All members, regardless of age, shall have the opportunity to participate in the student union's activities on equal terms, within the framework of applicable legislation. SHS strives to offer activities that are accessible and relevant to a diverse membership. The student union shall also counteract stereotypical views regarding socio-economic background and work to ensure that everyone has the opportunity to participate in its activities, regardless of personal financial circumstances.

Belief, convictions and privacy

Everyone within SHS shall be able to hold and practice their religion or beliefs, or choose not to have any, without being subjected to derogatory or offensive comments. No one should be required to conceal, explain or defend their faith or worldview. Activities shall be organized with consideration for these matters.

SHS respect the right of its members and stakeholders to personal integrity and privacy. No one should feel pressured to share personal information or to be available at all times. The student union does not disseminate information about anyone's private matters without consent and processes personal data in accordance with the GDPR and other applicable policies.

Accessibility and functional variations

SHS encourages activities and events to be designed in a way that enables participation by people with different functional variations, where possible. This may include physical, mental or neurological functional variations. Consideration of individual needs should be taken in a proactive manner.

Language

Within SHS, language and communication shall contribute to a safe, inclusive and respectful environment. Everyone is encouraged to use conscious and inclusive language, listen respectfully, and avoid assumptions, stereotypes and expressions that may be perceived as offensive. Be mindful of your role in conversations and strive to use language that is clear and accessible to all.

SHS's official language is Swedish; however, as the student union has partly English-speaking membership, members and organizers are encouraged to adapt the language to the situation in order to enable participation.

Hate speech, discriminatory language and harassment are not accepted within SHS activities.

Code of Conduct for events

Events are a central part of SHS's activities and community. SHS strives to ensure that all events are safe, inclusive, and welcoming for all participants. Every SHS event shall provide a harassment-free environment, regardless of, for example, gender or sexual identity, age, functional variation, appearance, ethnicity, worldview, or other comparable characteristics.

SHS has zero tolerance for harassment and inappropriate behaviour. Harassment may include, for example, sexual comments, unwanted physical contact, inappropriate gestures, pressure to consume alcohol, or incitement to behaviours that make others feel uncomfortable or unsafe. Unacceptable behaviour also includes violence and the use of illegal drugs.

Expected behaviour at SHS events

At SHS events and in all activities, everyone is expected to be attentive to their surroundings and show consideration for other participants. Violent behavior and the use of illegal drugs are not tolerated. If you become aware of a dangerous situation, someone in need, or a violation of the Code of Conduct, the event organizer, the board supervisor, and/or the Equality and Harassment ombuds must be contacted immediately.

For event organizers

Event organizers are responsible for ensuring that the Code of Conduct is applied throughout the entire event and for contributing to a safe and positive experience for all participants. Accessibility, safety, and security shall be taken into account during planning, and organizers must be prepared to handle situations involving inappropriate behaviour.

For practical guidance on how incidents should be handled, please refer to the section *Reporting an incident*.

Reporting an incident

SHS has zero tolerance for harassment and inappropriate behaviour. A safe environment is a subjective experience, and silent acceptance is not acceptable. If you see, hear or experience a situation that feels unsafe, you are encouraged to take action. If possible and safe to do so, you may intervene and ask the person behaving inappropriately to stop. Always consider your own safety and the safety of others. If intervening could involve risk, you should contact the event organizer immediately. In cases of immediate danger, the event organizer should always be contacted directly.

Incidents shall be reported to the event organizer, an Equality and Harassment ombud, or the Executive Board. If possible, you are encouraged to document the incident to facilitate further handling. After the matter has been investigated and the parties concerned have been heard, the SHS Board, the Disciplinary Committee, or another competent body member may decide on any disciplinary measures in accordance with the Code of Conduct and the disciplinary regulations. Contact details for the Equality and Harassment ombuds and the Executive Board are available at shs.fi and through SHS communication channels.

Violation of the Code of Conduct

The purpose of this section is to provide guidance on how unacceptable behaviour is to be addressed. It is not possible to define in advance all situations that may arise, and each incident is therefore assessed based on its specific circumstances. In this assessment, particular emphasis is placed on how the behaviour has affected those concerned.

Violations of the Code of Conduct may result in disciplinary actions in accordance with the disciplinary regulations. Disciplinary actions may be taken in parallel with police or court proceedings and do not replace reporting to the authorities when a crime has been committed or someone's safety has been threatened.

Decisions on disciplinary actions are made by the Equality and Harassment ombuds, the Executive Board, the

Disciplinary Committee, or another competent body in accordance with the disciplinary regulations, after the matter has been investigated and the parties concerned have been heard.

Possible disciplinary actions for violations of the Code of Conduct

In the event of violations of the Code of Conduct, disciplinary actions may be taken in accordance with the disciplinary regulations. These may include, among others:

- a warning
- restriction of access to SHS premises or events
 - removal of keys to SHS premises
- prohibition from participating in student unions activities or holding positions of trust, where this is compatible with the statuses and applicable regulations

Communication of the Code of Conduct

The SHS Executive Board is responsible for ensuring that the Code of Conduct is communicated to SHS members. The Code of Conduct is communicated to SHS members. The Code of Conduct is made available in Swedish and English and is disseminated through SHS communication channels to members, partners and guests in order to create a shared foundation for the organization's activities. The Code of Conduct shall be taken into account in SHS activities and events. The document, a summary of its content, or the principles for safer spaces shall, when necessary, be attached to event descriptions and other relevant communications to ensure that participants are aware of the principles that apply.

Information about creating a safe environment, including contact details for the Equality and Harassment ombuds and other relevant support resources, shall be communicated through SHS channels in order to promote a safe student union environment.

Practical applications

At SHS events and in all activities, everyone is expected to show consideration for one another and respect personal boundaries. Consent must always be sought and respected, and no one should feel pressured, followed, or made uncomfortable. Personal space shall be respected and photographing or filming others may only take place with consent.

If you become aware of a situation that violates the Code of Conduct or where someone appears to feel unsafe, you are encouraged to act in a way that feels safe for you. This may involve intervening directly, creating distance or a distraction, or contacting the event organizer, the board supervisor or the Equality and Harassment ombuds. Always consider your own safety and the safety of others.