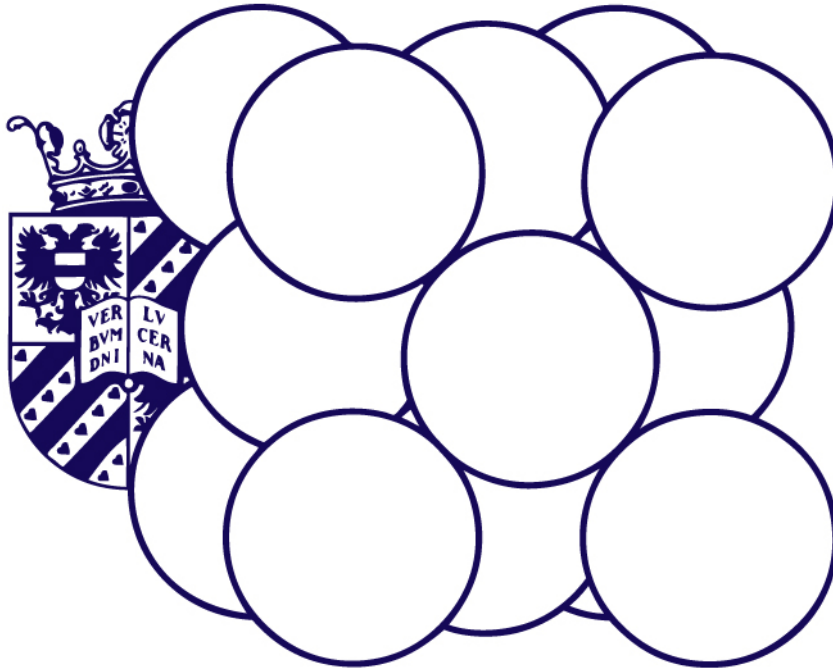


2023-2024

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# Code of Conduct

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# **1 Introduction**

This is the code of conduct of Study Association T.F.V. ‘Professor Francken’. As a social organisation, it is crucial that all our members feel safe and comfortable at all times. To ensure this, a code of conduct has been established. This document outlines the rules and behavioural expectations that the association deems important for board members, members, and participants present at activities both in the members room, from now on to be called the Francken room, and at external locations. Adherence to the Code of Conduct enables the board to provide a safe and comfortable environment for their members. Additionally, the code of conduct serves as a guide to address situations where the behavioural rules are not followed.

If one sees or experiences any issues in the Francken room or at a Francken event (on or off university campus), please let the board know so that action can be taken right away. You can email the board at [professorfrancken@gmail.com](mailto:professorfrancken@gmail.com) or talk to them directly at the event. If you feel uncomfortable talking to a board member then please contact the confidential persons at [confidential.persons.francken@gmail.com](mailto:confidential.persons.francken@gmail.com) or the advisory board (RvA) by emailing them at [franckenadvisoryboard@gmail.com](mailto:franckenadvisoryboard@gmail.com).

This document applies to various groups of individuals:

1. Active board members of study association T.F.V. ‘Professor Francken’;
2. Members of study association T.F.V. ‘Professor Francken’;
3. Participants in activities organised by study association T.F.V. ‘Professor Francken’.

# **2 Principles**

There are certain expectations regarding behaviour that aligns with the principles of our association:

- Respect: It is expected of every member to embrace a culture of respect. This entails honouring one another, valuing all opinions, and treating each individual and their belongings with consideration.
- Moral Behaviour: Upholding ethical standards is important. The members are entrusted to conduct themselves with integrity, fairness, and honesty in all interactions within the association. Be considerate, kind, constructive and helpful.
- Inclusivity: Every member is expected to contribute to an environment where everyone feels welcome, heard, and appreciated regardless of differences. For example, speaking English in the common room and at events helps people feel more welcome and appreciated.
- Responsibility: Taking ownership of your actions is essential. Members are expected to understand the impact of their behaviour and should be willing to be accountable for their actions. When consuming alcohol, one must do so responsibly and never force it on someone else.

### **3 Sanctions**

The gravity and nature of the incident that violates the below-mentioned social conduct and rules will determine the sanctions imposed. Sanctions may be imposed individually or in combination. Members are expected to comply with the decisions made by the board and any refusal to do so may result in further consequences. Repeated offences may result in more severe consequences. Sanctions may consist of the following, combinations are possible:

1. An official warning.
2. Suspension of the member from alcohol consumption in the Francken room and during Francken events for a certain period of time.
3. Suspension of the member from joining certain Francken activities or all Francken activities for a certain period of time.
4. Suspension of the member from the Francken room for a certain period of time.
5. In extreme cases, the discharge of the member from T.F.V. 'Professor Francken'.

### **4 Social Conduct**

Social conduct is important, since it helps enabling the board to provide a safe environment for all members. Therefore any unacceptable behaviour will not be tolerated. This includes, but is not limited to:

- Insulting/derogatory comments, public or private harassment.
- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning conduct.
- Offensive or disrespectful comments related to gender, gender identity and expression, sexual orientation, mental illness, physical appearance, race, religion or disability.
- Sustained disruption of talks or other events.
- Disrespecting the organisers of an event.
- Publishing others' private information without explicit permission.
- Drug or alcohol promotion of any kind on the university campus.
- Failure to obey any other rules or regulations of the events.
- Any and all other conduct which could reasonably be considered inappropriate.

### **5 Use of Alcohol**

In accordance with our commitment to ensuring the safety of our members, and adhering to the guidelines of the University the following will hold:

1. No alcohol will be served to individuals under 18 years of age.
2. It is not allowed to consume self-brought alcoholic beverages in the Francken room.

3. It is not allowed to consume the bought alcoholic beverages outside of the Francken room on campus, with the exception of activities taking place outside of the Francken room.
4. It is only allowed to consume low-alcohol beverages (beer, wine, and spirits with less than 15% alcohol).
5. It is not allowed to consume alcohol beverages before 16:00.

If an underage member is found drinking alcohol during association activities or events, the board will take immediate action to address the situation. The underage member will be asked to stop drinking, receive a warning. Additionally, if the member is found to have provided false information about their age, claiming not to be underage when they are, the board may take further measures.

If a member is found to have consumed an excessive amount of alcohol, the board reserves the right to take appropriate measures to ensure the safety and well-being of all individuals present. In such cases, the board may decide to either escort the member off the premises or restrict their access to alcohol.

## **6 Smoking and vaping**

The university guidelines state that due to the new Dutch Tobacco Act, smoking or vaping is illegal on the premises of all educational institutions in the Netherlands. If a member is found smoking or vaping within association premises or campus grounds, they will be asked to stop.

## **7 Use of Drugs**

In the Francken room or during any activity organised by T.F.V. 'Professor Francken' the possession and/or use of substances which are considered prohibited/illegal in the Netherlands, is strictly prohibited. Considering that members, in the Francken room or during an external activity (e.g. Buixie), are subject to locally applicable legislation, the possession and/or use of the aforementioned substances, as well as other stimulating, narcotic, and/or consciousness-altering substances considered prohibited/illegal under local legislation, are also prohibited.

The above does not apply when the possession and/or use of the aforementioned substances is for medical reasons and a globally recognised statement from the treating physician can be provided.

If, in the Francken room or during an external activity, it is discovered that a participant is in possession of and/or using the aforementioned substances, the board reserves the right to suspend the member and/or impose sanctions. The board takes no responsibility for any legal and/or financial consequences arising from the above, and these will fall entirely under the responsibility of the respective participant. Additionally, costs incurred by the board due to the above will be recovered from the respective participant.

## **8 Property**

Respect for our shared space is fundamental. Taking care of our surroundings is a responsibility everyone bears. Damaging property not only incurs costs but also disrupts the ambience within the association.

In adherence to this principle, if an instance of deliberate damage occurs, our policy necessitates the individual responsible to cover the incurred costs after discussion and agreement with the board. However, in situations where damage occurs accidentally or under different circumstances, it is strongly encouraged to discuss with the board to determine appropriate actions. This approach allows us to handle these incidents with consideration and fairness, taking into account varying circumstances.

Moreover, due to recurring incidents involving broken mugs, a specific guideline is established: anyone breaking a mug will be subject to a €5 fine.

## **9 Collection**

If a member's collection is declined due to insufficient funds or occurs repeatedly, the board may impose fines to cover incurred costs. The fine amount will be determined based on the frequency and severity of the rejections, and it will be added to the outstanding payment.

Furthermore, in cases where there are two consecutive reversals/rejections of the collections, access to certain privileges related to the service may be temporarily suspended until the outstanding debts, including fines, are settled. This suspension aims to encourage prompt resolution and prevent further financial strain on the organisation.

Members are expected to comply with these measures, and any refusal to adhere to the board's decisions regarding collection reversals may result in additional sanctions or limitations on future transactions. If one has any specific questions about this, please email the treasurer: [treasurer@professorfrancken.nl](mailto:treasurer@professorfrancken.nl).