

Code of Conduct ESN Odense

Status May 2021

Code of Conduct

The Erasmus Student Network Odense is committed to promoting equality of opportunity for all, and to ensuring that no individual is discriminated against in the planning and delivery of any of our projects or activities.

1. Aim of the Code of Conduct

This Code of Conduct sets out to ensure that every person feels safe, included and respected during their involvement with ESN Odense. We outline our policies to ensure the safety and wellbeing of the international students, volunteers and all others affiliated with ESN Odense. We make clear our zero-tolerance policy towards any kind of discrimination or threatening behaviour. We reaffirm the importance of our core values, those of unity in diversity, openness, tolerance and respect. We demonstrate our dedication to encouraging diversity among our members and volunteers. We recognise our responsibilities as an international youth organisation and are committed to meeting them in full. An organisational culture that creates a safe environment, embraces equality and values diversity will help us to ensure that everyone feels involved and included in our plans and activities.

2. Persons to whom this Code applies

This Code applies to any individual, organisation or group participating in any activity or meeting of ESN Odense and covers conduct at:

- All paid and open events, activities and trips.
- All ESN-related online activities.
- All external representation of ESN Odense.
- All meetings.

3. Discrimination, harassment and violence

ESN Odense is an environment which respects and welcomes everyone, and in which no form of bullying, harassment, violence, disrespectful or discriminatory behaviour is tolerated. Our policy extends to, but is not limited by, discrimination on the basis of:

- Age (specified in 3.1. Minimum Age).
- Disabilities or impairments of any kind.
- Education and socio-economic background (specified in 3.2 International Students).
- Ethics and values, political or religious beliefs.
- Gender including sex, sexual orientation, gender identity or gender expression.
- Language and literacy.
- Physical appearance.
- Race including colour, nationality, ethnic or national origin (specified in 3.2. International Students).
- Role or experience within ESN.

3.1. Minimum age

If alcohol is served at an activity, paid or open, ESN Odense reserves the possibility to impose a required minimum age of attendees of 18 years (further clarification in section 4.1. Alcohol).

3.2. International students

Our activities are organized for the international students of higher education institutes located in the city of Odense, surrounding area and institutes to which ESN Odense is the closest ESN section, unless stated otherwise. This extends to, but is not limited by: exchange students, full-time international students and international interns, unless stated otherwise. Activities can be attended by volunteers of ESN Odense. Open events organized by ESN Odense can be attended by everyone, this will be specified in the description of an activity.

4. Drugs and alcohol

4.1. Alcohol

Vision and cooperation

ESN Odense values the health and safety of all those involved with the organization and to safeguard this during all its activities. ESN Odense takes its responsibility to create a safe and inclusive environment at all activities. The facilitation of alcoholic beverages at activities shall always be done in a responsible way and in accordance with Danish law. It is expected from all involved with ESN Odense to act responsible and safe with regards to the consumption of alcohol.

Availability of alcohol

No one is obliged to drink alcohol and should never feel so. At ESN Odense, we do not accept underage drinking. Alcohol cannot be made available for people underage and the consumption of it by people underage is not allowed. In the Netherlands, the legal age to consume alcohol is 18 years old. If an activity takes place in another country, the legal drinking age of that country applies. If alcohol is served during an activity, non-alcoholic beverages will always be available and promoted. Bringing your own alcoholic beverages to an activity is not allowed, unless explicitly stated otherwise. The Board can as well act according to the relevant procedure (7.2.-7.5.) to any violations or irresponsible behaviours regarding alcohol.

4.2. Drugs

ESN Odense has a zero-tolerance policy regarding drugs at any of the activities. This applies to the use, possession and distribution of drugs, as well as being under the influence of drugs during activities. The definition of drugs include both 'soft drugs' and 'hard drugs'. The substances that are regarded as soft drugs extend to, but are not limited to: marijuana, hasj, psychedelic truffles and mushrooms, and nitrous oxide. Violation of this section will result in the automatic exclusion for the remainder of the event and possible exclusion from one or more future activities, as described in section 7.1-7.3.



5. Dangerous objects

It is forbidden to bring any dangerous object to any of the activities. Dangerous objects include, but are not limited to: fire works, fire arms, knives, other sharp objects, or an imitation of any of these objects. The Board of ESN Odense determines if an object is dangerous. Violation of this section will result in the automatic exclusion for the remainder of the event, and additionally, possible exclusion from one or more future activities, as described in section 7.1-7.3.

6. External parties

ESN Odense hosts many of its activities and events at external locations, which have their own rules and regulations. In case of a conflict between the rules and regulations of the activity's location and this Code of Conduct, the rules and regulations of the location take precedence. ESN Odense will actively avoid locations whose values, rules and/or regulations conflict with this Code. Anyone involved with such activities are obligated to obey the directions, rules and/or regulations expressed by the organising partners of ESN Odense, venue staff, security staff or any other authority. Should one not comply with these directions and/or regulations, the relevant authority can act based upon their own rules and regulations. The Board can as well act according to the relevant procedure (7.2.-7.5.).

7. Behaviours

7.1. Board and the Confidential Advisor

The Board of ESN Odense is responsible for ensuring that all parties present are aware of their rights and obligations under this Code of Conduct. In case of witnessing or experiencing any violations of this Code, you should report it to the Board or the Confidential Advisor, provided you feel comfortable doing so. Any violations of the Code of Conduct as stated in 3. Discrimination, harassment and violence shall be acted upon by the Board or the Confidential Advisor of ESN Odense according to the relevant procedure (7.2.-7.5.). Any violations of the Code of Conduct as stated in 4. Alcohol and Drugs, or 5. Dangerous Objects shall be acted upon by only the Board according to the relevant procedure (7.2.-7.5.).



The Confidential Advisor is a member of the Board of ESN Odense. This person is able to act disconnected from the Board and contact can take place fully confidential and anonymous. If you wish to report violations of the Code confidentially to the Confidential Advisor, you have the option of emailing the Confidential Advisor via president@esn odense.dk.

The Board of ESN Odense reserves the right to act upon witnessing a violation in the act or upon a well-founded suspicion, including but not limited to: complaints from participants or ESN Odense volunteers, and observations of physical appearance and behaviour. Volunteers of ESN are encouraged to report any violations of this Code to the Board or the Confidential Advisor. Volunteers are not allowed to take disciplinary actions themselves.

7.2. Disciplinary Actions

In the case of witnessing or receiving any complaints the Board or Confidential Advisor are required to take the following steps, based on their best judgement and depending on the severity of the action:

- Inquire with the victim and/or witness about the violations of the Code that have occurred.
- Remind one of their obligations to act in accordance with the Code of Conduct.
- Engage in a one to one conversation with the offender to make sure that there is an understanding of the reason for the violation.
- If applicable, ask the offender for an explanation and an apology and/or retraction of the action.
- Demand the offender to leave from the remainder of the activity.

If needed, the Board and/or Supervisory Board can take disciplinary actions in accordance with this Code, the Statutes, and/or Standing orders of ESN Odense. This extends to, but is not limited to: exclusion of future events or meetings, temporary exclusion from the organization, or full suspension from the organization.

7.3. Relevant authorities

If the Board or Confidential Advisor feels at any time that there is a risk of injury to any person, they should contact the relevant authorities if necessary and possible according to the laws of the country.

7.4. Privacy

In order to protect the privacy of the persons affected, all parties involved are expected to remain discrete on the matters that occurred. The Board or Confidential Advisor shall not disclose the identity of an affected individual without consent.

