



Code of Conduct JCES Kinjin

General

The purpose of this Code of Conduct is to define what inappropriate behavior is and how to act should such behavior happen. The values of JCES Kinjin, hereinafter referred to as "Kinjin", are defined, and some examples are provided for clarity. However, these are by no means an exhaustive list and should only be taken as an indication. Breaching any official regulation counts as inappropriate behavior and will be dealt with by following the procedure outlined at the end of the document. This procedure can be deviated from if it is for the benefit of resolving an incident.

Definitions

GM – General Meeting

Trust person – Nominated by the board and voted in by the GM. Trust people are the first point of contact whenever an incident occurs that goes against the values of this Code of Conduct. They will aim to resolve the incident without involving the board, and should it not be possible, notify the board of such an incident. As such, trust people cannot be current board members. At least two trust people should be appointed.

Behavioral Guidelines

This Code of Conduct is designed to promote a safe, respectful, and inclusive environment for all members. The Code of Conduct is based on the values of Diversity and Inclusivity, Respect, Community, and Integrity, and serves to align individual behavior with the association's mission and goals.

Diversity and Inclusivity

We are committed to creating a welcoming and inclusive environment that values diversity and respects the unique contributions of all members. We celebrate diversity in all its forms and promote an atmosphere of respect and acceptance for all members, regardless of their personal characteristics. Discrimination of any kind is strictly prohibited. Some examples include:

- *Language*: To ensure inclusivity and make everyone feel welcome, it is kindly requested that the language spoken is one that every person present understands. Additionally, all of Kinjin's online communication channels, such as email and other chat services, should be in English or any other language that all recipients understand.
- *Disabilities*: Members should by default be able to visit and participate in any activities. It may not be reasonably possible for someone with a major physical disability to participate in physical activities, but they are still allowed to attend.



Respect

We expect all members to treat one another with respect and dignity. We promote a culture of civility where everyone is valued, and their contributions are appreciated. In essence, respect each other's boundaries. Respecting boundaries means if someone has a reasonable request for you to stop with something they are not comfortable with, you should work to resolve this. It also means that if you are uncomfortable, you are free to set a boundary and tell them and should do so in such a manner that others are aware of it. Some examples include:

- *Physical boundaries:* Unwanted intimacy or sexual abuse is clearly unacceptable. You should not touch or hug without consent. If you do not know someone well, invite them for a hug, rather than surprise them with it.
- *Emotional or verbal boundaries:* Bullying or (sexual) harassment are certainly not acceptable. Furthermore, you should respect someone telling you they do not want to continue a conversation, or they do not want you to flirt with them. Another common example is drinking alcohol, all use of alcohol should be voluntary without pressure.
- *Violence:* There is no space for violence or aggression within Kinjin, be it physical or otherwise. While playful "violence" between consenting members is all right, purposefully disruptive behavior is intolerable.

Community

Kinjin is more than just an association, it is a place where we aim to foster friendship amongst its members. Therefore, we expect all members to be welcoming to everyone and help them find their place in the association. Some examples of unwanted behavior include:

- *Pressuring someone:* Alone or as a group, people should not be pressured to participate when they do not want to. For example, joining certain activities, taking on tasks, responsibilities, or becoming a board member. While healthy encouragement to help beyond basic membership is fine, repeatedly pressuring is not.
- *Dismissive behavior:* While non-destructive criticism can be okay, belittlement and talking bad about others is not acceptable. For example, saying that an activity is organized poorly is alright. However, saying that the organizers are stupid for organizing an activity poorly is not.

Integrity

We promote integrity in all our interactions and expect all members to act with honesty, transparency, and accountability. We maintain the confidentiality of sensitive information and avoid any conflicts of interest. With so many committees and members interacting together, Kinjin is built upon the foundation of mutual trust. Therefore, being honest and transparent is the standard that members should strive for to minimize misunderstandings and false expectations. Some examples of undesirable behavior include:

- *For the board:* Hiding important information from members without good reason, revealing confidential information, purposefully mishandling Kinjin funds, etc.
- *For committee chairmen:* Misusing budget for things unrelated to their committee, misleading activities descriptions, giving false information to the board, etc.
- *For members:* Volunteering for activities and not showing up, deceiving other members for personal gain, revealing private information from other members against their will, etc.



Incident Guidelines

This section outlines which steps should be taken whenever a situation that violates the Code of Conduct happens. We begin by defining categories related to the severity of an incident, and then explain the procedure to be followed.

Notice

Given to a member when engaging in inappropriate behavior without malicious intent. These are given to inform a member of behavior they could improve and do not carry any penalties with it. Additionally, many notices in quick succession will have more weight than notices over a longer period of time.

Warning

Given to a member when engaging in inappropriate behavior with malicious intent. Depending on the nature of the warning, one or more warnings may result in a penalty.

Procedure

Whenever an incident occurs, first we would like to encourage the affected parties to have a conversation amongst themselves to try to resolve the issue. However, if for any reason this is not possible, the first point of contact will be the trust people. A trust person will mediate a conversation between all affected parties and will aim to resolve the incident in a manner that is agreeable to everyone involved. If an agreement is reached, then the trust person will not report this incident to the board. However, if an agreement cannot be reached, the trust person will report this incident to the board.

Whenever the board is made aware of inappropriate behavior, the board will contact the involved parties about said incident. During this conversation, a decision in agreement with everyone involved will be the first priority. However, if such an agreement is not possible, the board will decide amongst themselves, and the following may be decided by the board:

- No inappropriate behavior occurred. The matter will be settled without issuing notices or warnings.
- Inappropriate behavior occurred but not with malicious intent. The party at fault will receive a notice.
- Inappropriate behavior occurred with malicious intent. The party at fault will receive a warning.

Alternative resolutions to the incident may be agreed upon so long as all the involved parties consent to this. If any of the parties involved disagrees with the outcome of the conversation, they may request a meeting with the board to talk about this. They also may bring one or two people as support for this meeting even if those people are not related to the incident. If after this meeting any of the parties still disagree, they may take it up to a GM, which will make the final decision.



Conflicts of Interest

It can also happen that a trust person or a board member is involved in an incident of a breach of the Code of Conduct. The following points outline how each incident should be approached:

- **Trust person and member:** Bring the issue to another trust person and follow the standard procedure.
- **Board member and member:** Bring the issue to a trust person and follow the standard procedure. If the issue is big enough that the board has to intervene, then the involved board member will have no say in the outcome decided by the rest of the board.
- **Trust person and trust person:** If there are no other trust people that are not involved, bring it up directly to the board.
- **Board member and trust person:** Bring the issue to another trust person and follow the standard procedure. If the issue is big enough that the board has to intervene, then the involved board member will have no say in the outcome decided by the rest of the board.
- **Board member and board member:** Bring the issue directly to the board.

Additional Considerations

All warnings and notices issued to members will be privately recorded by the board. A member may request the information stored on the incidents they are a part of. An incident report will be created to provide the context surrounding the incident and what the resolution is. Notices and warnings will be removed from this record after two years. The incident reports will have the names of the involved parties removed after two years, but the report will be kept for future reference.

Penalties

Violations of the rules of conduct may result in sanctions. Depending on the severity of the incident or the number of warnings a member has, different penalties may apply. The penalty will always be related to the nature of the incident, the following are some examples on how they could be applied:

- Inappropriate behavior in Kinjin's online communication channels could result in a ban from those chats.
- Inappropriate behavior in the Kinjin rooms could result in a ban from the Kinjin rooms, and if applicable removal of key privileges.
- Inappropriate behavior during a Kinjin activity could result in a ban from that Kinjin activity.

Note that these are merely examples, and by no means an extensive list. The nature and timespan of a ban will be decided at the discretion of the current board. The board may only give a maximum of a one month ban without consultation of a GM.