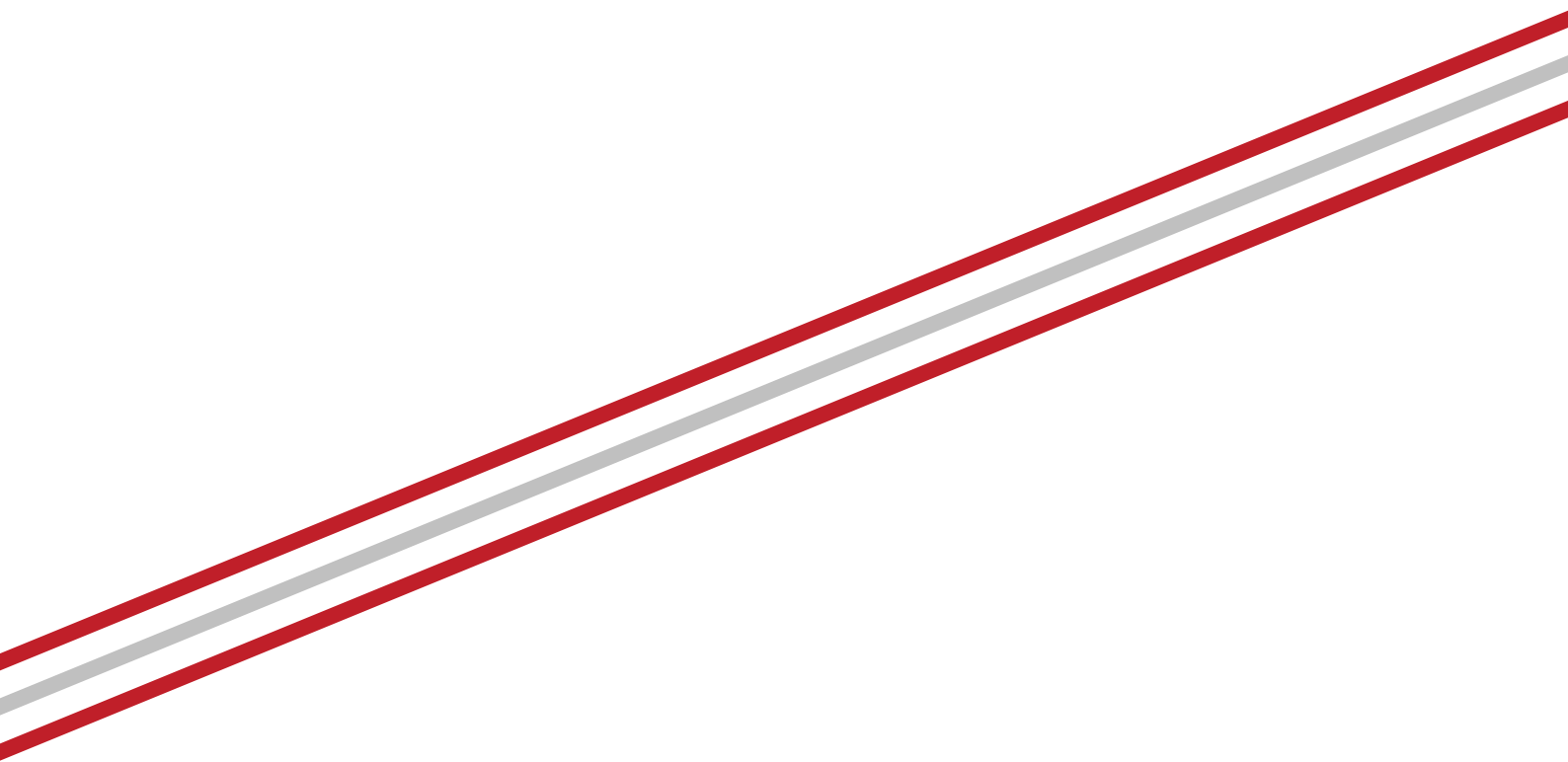
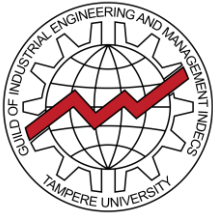


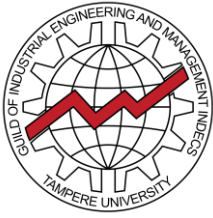
Tuotantotalouden kiltä Indecs ry





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1 "Reilun toiminnan ohjesääntö" (Code of Fair Conduct in Finnish, "original document") was approved
2 at the General Assembly of Tuotantotalouden kilta Indecs ry on 26.11.2019.

3 This code defines the guidelines for governing some operation of Indecs. Their aim is to help creating
4 better environment for all guild members. The purpose of this code is not to limit the guild's activi-
5 ties, but rather to show how we want to act as a guild.

6 This code is applied over academic years. Original document should only be updated at a guild as-
7 sembly with a two-thirds (2/3) majority of votes and this document updated accordingly.

8 **1. General**

9 The guiding principle of this code is to ensure that everyone can feel the guild as a comfortable
10 community to join. This can be achieved the best when we all treat each other well and with con-
11 sideration. You don't have to be friends with everyone, but you should get along with everyone.

12 Indecs is a Guild for Industrial Management students, but it also co-operates extensively with other
13 guilds, and it also has members from other degree programs.

14 It is acceptable to be proud of studying industrial engineering, but maintaining negative stereotypes
15 associated with it is not. A certain degree program does not make anyone better than others.

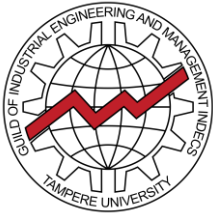
16 Indecs enables participation in its activities at different levels of engagement. This means that it is
17 possible to participate with less commitment in organizing activities, for example in dedicated
18 teams.

19 **2. Equality and accessibility**

20 Equality is a principle guaranteed by laws in Finland. At Indecs, equality is a fundamental value. On
21 the basis of equal practices, activities are aimed at making everyone more fun and inclusive. Nobody
22 should be discriminated based on their religion, gender, skin colour or other aspects. Everyone is
23 confronted as an individual and treated fairly. The Guild seeks to organize its activities, when possi-
24 ble in accessible venues. Indecs communication is accessible and multi-channeled in order to reach
25 everyone as widely as possible.

26 **3. Transparency**

27 As a matter of principle, the meetings of the Board of Indecs and their minutes are not public due
28 to occasional secrecy and sensitivity of the matters. In addition, at board meetings we aim to pro-
29 mote internal government dialogue and ensure that everyone dares to voice their views. However,
30 each member has the right to know previous decisions unless the matter is declared confidential



31 (e.g. cooperation agreements). The essence of the major decisions is notified in the weekly bulletin.
32 If a Board meeting has dealt with a matter of any individual Member, that person has the right to
33 receive an extract from the minutes on the paragraph in question.

34 General Assemblies are open to all members in accordance with the rules. The minutes of these
35 meetings are available to every full member of the Guild.

36 The Board accepts feedback through the Guild Room Feedback Box and the feedback form on the
37 website. Each feedback received will be processed at a Board Meeting. If the feedback is to be an-
38 swered, it will be given in writing. The Board reacts to feedback as it sees fit.

39 **4. Events**

40 Guild events are open to all members. If the number of participants in the event is limited, the lim-
41 itation is done fairly based on a draw or predefined and communicated grounds, such as a motiva-
42 tion letter. Actual members of the Guild may be prioritized, and the participation of right of support
43 and honorary members may be restricted.

44 Events organized by Indecs are diverse and aim to reach as many guild members as possible. Indecs
45 aims to organize free events as well and keep paid event prices reasonable for attendees. The Guild
46 also aims to organize events at different times of the day, considering the different life situations of
47 its members.

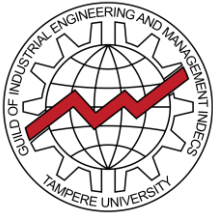
48 If food is served at the event, special diets will be considered. Participation in an event will never
49 require alcohol consumption or pressure to do so. Each member is free to make their own choices
50 on alcohol use and it should not be commented on.

51 At Indecs sats, program numbers that are offensive or humiliating are not acceptable. Efforts are
52 being made to renew traditions if necessary.

53 At sauna events, it is particularly important to take other participants into account.

54 If possible, schedule-wise, women's and men's shifts are always arranged separately plus mixed
55 shifts. Sauna shifts are respected, and the sauna area can be visited only on your own shift. If the
56 start of a mixed shift would be unreasonably late, only a mixed shift will be arranged. In the sauna
57 area, everyone chooses their outfits themselves, and it is not appropriate to comment on that. Out-
58 side of the area it is not appropriate to be without clothes or a towel. In the sauna area it is necessary
59 to behave considerately.

60 **5. Informing**



61 Events and other activities at Indecs are informed equally to members. In communication, Indecs
62 aims to use electronic channels such as email and social media. In informing, Indecs aims to use
63 channels that reach members in the best way.

64 In events relevant to the governance of the guild, Indecs aims to enable members to also join re-
65 motely.

66 Indecs' informing is based on bilingualism in Finnish and English. Exceptions to this are things that
67 require knowledge of Finnish, for example some job postings. In addition, spontaneous or otherwise
68 less formal updates can only be published in Finnish, if the English version unreasonably complicates
69 the release process.

70 **6. Harassment, bullying and gender**

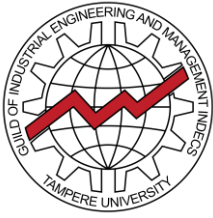
71 Indecs does not allow harassment, discrimination, bullying, racism or other inappropriate treatment
72 in any way, shape, or form. Each person has the right to be who they are, and members are allowed
73 to participate in activities as themselves. Any problems that may arise will be addressed immedi-
74 ately. Violations of physical immunity are particularly heavily reprehensible.

75 People experience harassment and bullying in different ways and the same situation can be experi-
76 enced in different ways. The essential thing is to consider the feelings of others and respect them.
77 The feelings of impertinent treatment are not questioned, as they are subjective.

78 At Indecs activities stereotypes related to gender are avoided. Everyone's sexual orientation and
79 gender are personal matters. They do not affect the treatment of people or their possibilities to
80 participate in Indecs' activities.

81 **7. Closing words**

82 The things listed in this document apply to everyone at Indecs and each person is responsible for
83 their implementation. Ultimately, however, the guild board, and in particular its chairman, is re-
84 sponsible for their implementation. Attached to this document is a concrete instruction on acting
85 as a Indecs member and as a representative of the board or as a volunteer in the events of disturb-
86 ances.



Attachment: Concrete instructions in case of disturbance

Instructions for members:

If you encounter or detect harassment, discrimination, or other inappropriate behavior, do this:

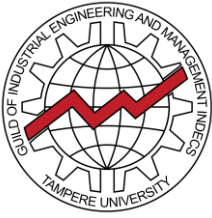
- Intervene if possible. Intervene can mean, for example, changing the subject or pointing out inappropriate behavior. The person experiencing the situation may be asked if they want others to intervene. Do not aggravate the situation, for example, by laughing or questioning what happened or the feelings of persons.
- When the situation requires or it is prolonged, tell the event organizers. At Indecs events, the appropriate person is for example a member of the Board. They have guidance on how to act in the situation.
- If the situation is to be addressed further, it is handled together with TREY's harassment contact person. This will ensure that the case is handled in a competent and confidential manner. The board member or other person who has been informed of the incident will treat the matter confidentially.
- You can always confidentially contact TREY harassment contact persons at harassment@trey.fi, harassmentwoman@trey.fi or harassmentman@trey.fi. Nothing serious is required to make contact, mere concern or reflection is reason enough.

A person behaving inappropriately can always be removed from the occasion. According to Guild rules, causing public disapproval is grounds for denying participation in guild events for a fixed period. Ultimately, a criminal report can also be filed.

Instructions for board members and volunteers:

If you are reported of harassment, discrimination, or other inappropriate behavior, do this:

- Assistance provided by organizers in situations of harassment is always only of the so-called first aid type, such as pointing out inappropriate behavior or removing the person from an event. Indecs does not have the necessary expertise to pursue the matter further, but rather will always be assigned to the student union harassment contact person to be handled.
- Go to the situation calmly and impartially. Do not blame or provoke anyone or question anyone's feelings.
- If you feel that you do not know how to handle the situation on your own, ask for help.
- The suspected perpetrator can point out the incident and say that the behavior has not been appropriate.
- It is also possible to return to the matter later if there is no clarification possible immediately.



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- A person who behaved harassingly can always be removed from the event.
- Ultimately, Indecs actors are not law enforcement. If the disturbing person continues to act, refuses to leave and/or behaves in a threatening manner, police may be called in.
- Advice to someone who has been told of the incident or who has experienced harassment that they can at any contact student union harassment contacts harassment@trey.fi, harassmentwoman@trey.fi or harassmentman@trey.fi. They can be contacted in all situations. No measures will be made without the wish of the contactor.

If deemed appropriate, the Board may address disciplinary actions in accordance with the Guild's rules at its meeting. Cases are handled as confidentially as possible.