

Tuotantotalouden kiltä Indecs ry

Indecs' Code of Fair Conduct

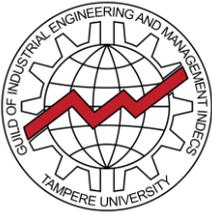
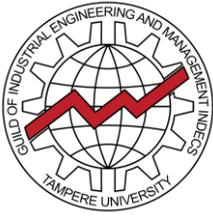


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1 "Reilun toiminnan ohjesääntö" (Code of Fair Conduct in Finnish, "original document") was approved
2 at the General Assembly of Tuotantotalouden kilta Indecs ry on 7.11.2023.

3 This Code of Conduct sets out the rules that govern Indecs' activities. Their aim is to create a better
4 environment for all guild members. The purpose of this code is not to limit the guild's activities, but
5 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 information**

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 Engineering and Management students, but it also co-operates ex-
13 tensively with other 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 as a person com-
16 pared to others.

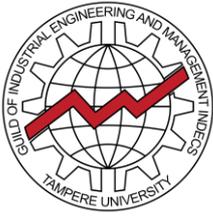
17 Indecs enables participation in its activities at different levels of engagement. This means that it is
18 possible to participate with less commitment in organizing activities, for example in dedicated
19 teams.

20 The Indecs Board elects two Equality Officers from among its members to promote equality within
21 the Board and the Guild. The Equality Officers, together with the Chairperson, are responsible for
22 dealing with equality-related communications and responses to the harassment form and for deal-
23 ing with them appropriately.

24 Indecs follows the TREY safer space principles (Annex 1).

25 **2. Equality**

26 Equality is a principle guaranteed by law in Finland. At Indecs, equality is a fundamental value. Based
27 on equal practices, activities are organized so that participation is fun and inclusive for everyone.
28 Nobody should be discriminated based on their religion, gender, skin colour or any other aspects.
29 Everyone is treated as an individual and treated fairly. Any stereotyping of an individual will be
30 avoided. For example, sexual orientation and gender are everyone's own business and do not affect
31 the way a person is treated or their ability to participate in Indecs activities.



32 The Guild seeks to organize its activities, when possible, in accessible venues. Indecs communication
33 is accessible and multi-channeled to reach everyone as widely as possible.

34 **3. Harassment and other inappropriate behaviour**

35 Indecs does not allow harassment, discrimination, bullying, racism or other inappropriate treatment
36 in any way, shape, or form. Each person has the right to be who they are, and members are allowed
37 to participate in activities as themselves. Any problems that may arise will be addressed immedi-
38 ately. Indecs has a [equality and harassment form](#) which can be used to report any inappropriate
39 behaviour. In cases of harassment, Indecs' Equality Officers either consult the TREY harassment liai-
40 son officers or refer the matter directly to them.

41 Violations of physical immunity are particularly heavily reprehensible. People experience harass-
42 ment and inappropriate treatment in different ways and the same situation can be experienced in
43 different ways. The essential thing is to consider the feelings of others and respect them. The feel-
44 ings of impertinent treatment are not questioned, as they are subjective.

45 **4. Transparency**

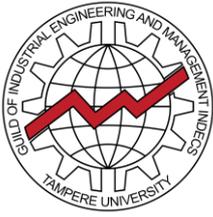
46 The minutes of the Guild's Board meetings are, in principle, not public, due to the occasional sensi-
47 tivity of the matters discussed. Every member has the right to know what has been decided at meet-
48 ings, unless the matter is secret. The main points of the most important decisions are announced in
49 the weekly bulletin. If a matter concerning an individual Member has been discussed at a Board
50 meeting, that person has the right to receive an extract from the minutes on the paragraph in ques-
51 tion.

52 General Assemblies are open to all members, in accordance with the rules. The minutes of these
53 meetings are available to every full member of the Guild. In addition, Board meetings may be open
54 to the members, as decided by the Board. Participation in meetings requires proper behaviour and
55 reasoned speeches.

56 The Board accepts feedback through the Guild Room Feedback Box and the feedback form on the
57 guild website. Each feedback received will be processed at a Board Meeting. If the feedback is to be
58 answered, it will be given in writing. The Board reacts to feedback as it sees fit.

59 **5. Events**

60 Guild events are open to all members. If the number of participants in the event is limited, the lim-
61 itation is done fairly based on a draw or predefined and communicated grounds, such as a



62 motivation letter. Actual members of the Guild may be prioritized, and the participation of right of
63 support and honorary members may be restricted.

64 The events organized by Indecs are diverse and aim to reach as many guild members as possible.
65 The events consider the internationality of the members and allow participation in Finnish as well
66 as in English, if this does not cause undue hardship to the organizers. Indecs also aims to organize
67 free events as well and keep paid event prices reasonable for attendees. The Guild also aims to
68 organize events at different times of the day, considering the different life situations of its members.

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

72 At Indecs sittings, program numbers that are offensive or humiliating are not acceptable. Traditions
73 will be renewed as necessary.

74 At sauna events, particular attention is paid to other people attending the event. Sauna slots will be
75 respected. In the sauna, pool and public sauna slot, everyone wears a swimsuit. Outside of sauna, it
76 is not acceptable to walk around naked. In the sauna areas, behave with appropriate discretion and
77 do not comment on the outfits or appearance of others.

78 **6. Informing**

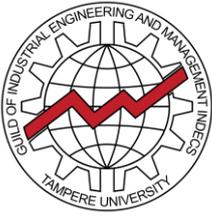
79 Events and other activities at Indecs are informed equally to members. In communication, Indecs
80 aims to use electronic channels such as email and social media. In informing, Indecs aims to use
81 channels that reach members in the best way.

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

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

88 **7. Closing words**

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



Attachment 1: TREY's Principles for a Safer Space

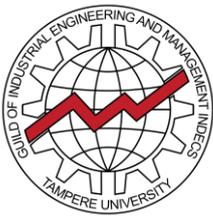


TREY's principles for safer spaces

Approved in the meeting of TREY's Board on 17 October 2019

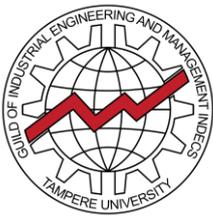
Safer spaces is a method for creating an equal and friendly atmosphere of studying, working and hanging out to everyone. Spaces are made by people themselves, so it is important that everyone takes part in the active encouragement of an open atmosphere where everyone feels comfortable participating as they are. The following principles of safer spaces will be followed in all events and activities of TREY:

- Acknowledge the variety of people's personal boundaries and respect them. Each person is free to determine their own identity. One's gender, sexual orientation, political views or nationality cannot be deduced simply by the way they look.
- Recognise and be aware of your own privileges. A privilege is a special advantage that certain social groups possess which protects them from being discriminated against in certain situations and matters. In society, privileges are determined in relation to one's identity, such as



colour of skin, social class, gender, sexual orientation, mother tongue, state of health and belief.

- Respect others, be conscious about the diversity of the community and appreciate the individuals' differences. Avoid any prejudice against other people. You do not possess any knowledge of others' experiences, thoughts, life situation or their self-proclaimed identity. As humans, we are prone to make assumptions about others, so let's try to acknowledge our own presuppositions.
- Give others space and ensure that everyone is heard and free to participate. Approve that not everybody wants to speak up or perform, and that ways of participation vary.
- TREY's activities are free of discrimination. TREY's activities do not approve discrimination based on any characteristic of a person or a group, such as disability, state of health, gender, sexual orientation or ethnicity.
- TREY's events are free of harassment. Harassment includes behaviour such as verbal harassment, touching without consent and staring. If you are asked to stop inappropriate behaviour, it must be stopped. If you detect inappropriate behaviour, intervene in a proper, calm



manner. You can also ask TREY's harassment contact persons' advice. If you are criticised for your actions or behaviour, take a constructive approach.

Additional information: TREY's harassment contact persons, hairinta@trey.fi

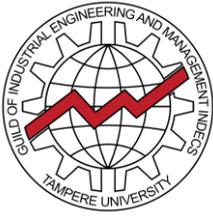
Attachment 2: Concrete instructions in case of inappropriate behaviour

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. 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.
- 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. 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.