

Prodeko Community Code of Conduct

Every member of the Prodeko community has the right to be treated with respect and equality. We will not tolerate any form of disrespectful behavior at Prodeko. Our community aims to encourage everyone to be ambitious, to innovate and to speak their minds without fear of judgment or criticism.

Disrespectful behavior includes, but is not limited to:

- Physical harassment
- Harassment
- Comments that reinforce harassment such as harassment based on gender identity, nationality, language, beliefs, sexual orientation or any other personal characteristic
- Discrimination in all its forms

Alcohol or intoxication are not an excuse or justification for disrespectful behavior, nor are they a mitigating factor. Disrespectful behavior also includes defending or encouraging disrespectful behavior. However, depending on the seriousness of the situation, we aim to offer the alleged offender an opportunity to learn from their mistakes and to treat them as an equal part of our community.

Did you notice something? Speak up! If something troublesome happens to you or you notice something similar, please report it to the event harassment officers, event organizers, Harassment Contact Persons or the Guild Board. Event organizers have the right to remove from the event, either temporarily or permanently, any person who has behaved in a disrespectful manner. If necessary, the Harassment Contact Persons and the Guild Board will intervene in the case of disrespectful behavior at the request of the harassed person whilst protecting the harassed person.

The Role of Harassment Contact Persons

The role of the Harassment Contact Persons is to provide support and a discussion channel for all Guild members who feel they have experienced harassment, in the form of, for example, harassment, bullying, offensive or inappropriate comments, discrimination, racist behavior or other harassing behavior. Harassment Contact Persons are also responsible for taking appropriate action if the situation warrants it and the person experiencing harassment agrees. Harassment can be reported to the Harassment Contact Persons by both the person being harassed and bystanders. The Vice President is the Board Member responsible for the Harassment Contact Persons. Harassment Contact Persons are elected by proposal of the Board and their term continues indefinitely until the person wishes to resign or until the Board or the Guild sees fit to appoint a new person. A person holding a position of responsibility, such as a member of the Board or a team leader (vastuutoimari), cannot be elected as a

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Harassment Contact Person. In order to ensure long-term development of the position of Harassment Contact Persons, positions are in principle held for more than one year, and changes in the position are timed at different times of the year, so that the new contact person can be given as much support as possible when taking up their new role.

The work of Harassment Contact Persons is based on confidentiality, and all conversations between the Harassment Contact Person, the person experiencing the harassment or other persons involved in the incident remain private. For example, the Harassment Contact Person will not take notes of the incident without the consent of the person who has experienced harassment, nor will they take notes that would reveal the identity of those involved in the incident. The person who has experienced harassment is also entitled to dictate the terms of the conversation, which the other parties must respect. In addition, the Harassment Contact Person will not share any information or take any action without the consent of the person who has experienced harassment. The recipient of harassment may request a confidentiality agreement if they wish.

Together, the Harassment Contact Persons can discuss, with the consent of the person experiencing harassment, about the person suspected of harassment, the person experiencing harassment and possible options for action. However, the Harassment Contact Persons may discuss larger harmful trends in the Guild that emerge from their discussions with each other without the consent of the previous discussions, as long as the discussions do not share identifying details.

The Role of Event Harassment Contact Persons

Separate event Harassment Contact Persons may be appointed for each event and will be announced at the beginning of the event. Whenever possible, the event security officers should wear an event security wristband to help them to be more easily identifiable. You can report any harassment you observe or experience during an event to the Event Harassment Contact Persons. The event Harassment Contact Person will act according to the same principles as the Harassment Contact Person; confidentially and protecting the privacy of those involved. The purpose of the event Harassment Contact Persons is to enable the harassment to be addressed during the event. The event Harassment Contact Person or the event organizer has the right to remove the harasser from the event.

Possible measures for dealing with harassment

In the case of an apparent case of harassment, the following measures, among others, may be considered against the harasser, within the limits of the seriousness of the situation:

1. General, public reminder

A general reminder from the Board. The purpose of a general reminder is to correct "bad manners" in the Guild that are perceived to be disruptive and to encourage intervention and reporting of disruptive behavior. To remind people of the Harassment Contact Persons, how to contact them and other avenues to report harassment and the principles of safe space.

2. Discussion with the person

The discussion remains between the Harassment Contact Person and the person suspected of harassment.

3. Warning

A written warning from the Board to the person who has engaged in harassing behavior. A minimum of two persons may issue a warning, with two Board members in the group. The Board decides whether to issue a warning. The recipient's signature will be requested on receipt of the warning.

4. Temporary ban to participate in Guild activities

A measure to be taken with serious reasons by a decision of the Board based on the Guild's rules: "The Guild's Board may suspend a member's participation in the Guild's activities, either in part or in full, if they have harmed the Guild or its activities by their actions. This ban does not apply to Guild assemblies." The incidents will be explained to the Board. However, before the decision to impose a penalty is taken, the member concerned must be given the opportunity to explain the matter to the Board in accordance with the rules of the Guild.

5. Expulsion from the Guild

A measure to be taken under very serious circumstances by a decision of the Board based on the Guild's rules: "The Board may expel a member who, by their conduct within or outside the Guild, has seriously compromised the Guild's activities, in which case the decision to expel must be taken by a three-quarters (3/4) majority vote." However, before the decision to expel is taken, the member concerned must be given the opportunity to explain the matter to the Board in accordance with the rules of the Guild.

In the context of events, the person who has engaged in harassment will be removed from the event. The latter serious measures (suspension from Guild activities and expulsion from the Guild) require a history of similar incidents in the past, a record of dealing with them, previous less severe measures, and a reluctance to change the disruptive behavior despite measures and warnings or really serious harassment. The Board will only intervene in cases of harassment if the situation is serious. In the case of less severe measures (discussion with the person, warning and general open reprimand), the intention is not to share the names of the persons involved in the incident with, for example, the entire Guild Board. However, for more serious measures, the identity of the harasser will be revealed to the Board of the Guild.

The Harassment Liaison Officer may also recommend and refer the person experiencing harassment to AYY Harassment Contact Persons, FSHS professionals or, if the situation warrants, to the authorities. However, it is the choice of the person being harassed to approach any of the above.

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Intervening in harassment is the responsibility of every Guild member and event participant. At Guild events, the Harassment Contact Persons participate as individuals and have no specific responsibility in their role at events. At all Guild events, the responsibility lies with the event organizer and any event Harassment Contact Person.

In the context of harassment measures, the aim is to adopt disciplined, measured and low-profile practices in order to ensure that information about harassment incidents remains confidential and only between those involved.