

## Maizena Code of Conduct

The current code of conduct entails information on the desired behaviours of members and activity-attendees within Maizena – Student Association of the Research Master Behavioural Science, further referenced to as Maizena.

A large goal of Maizena is to create a safe space for all her members and activity-attendees as well as ensuring the wellbeing during moments of contact with the association. To do so, Maizena created this code of conduct, which members and other activity attendees must agree and adhere to, actively playing their part in creating safe spaces. Further, this code of conduct has the purpose to open conversations about unwanted behaviours and creating a comfortable atmosphere. Maizena therefore expects members and activity-attendees to respect the code of conduct. The code of conduct applies to any member of Maizena and (external) activity attendees, but also other benefactors of the association, at all activities which Maizena hosts or co-organises. In the event that members bring guests to activities, they are responsible for the guests' behaviour and making them aware of the code of conduct.

This code of conduct represents the norms and values of Maizena, bringing awareness to these, ensuring compliance, encouraging members to hold each other responsible and specifying consequences should behaviours not be in line with the code of conduct. This has the purpose of fostering clear communication and standards within the association, specifying which behaviours are seen as unwanted and being transparent about the consequences of unwanted behaviour. The code of conduct thus consists of three parts: general guidelines, personal guidelines for specific groups of people, and consequences should the code of conduct be violated.

The process of addressing a violation may be started by reporting the behaviour to the incumbent board or the incumbent trust persons. The contacted party will listen to the reporter, offer support and can if needed and wanted by the reporter take necessary steps.

### 1. General guidelines

In the following, the general desired behaviours are listed:

- Respecting other members and those attending Maizena's activities at all times.
- Respecting the boundaries which others set.
- Being responsible for making Maizena feel accessible and open.
- No discrimination of any kind.
- No crossing boundaries of any kind.
- No verbal or physical violence of any kind.
- Respecting other people's property.
- Handling sensitive information with due integrity.
- Respecting the applicable house rules of external locations where Maizena hosts an event.
- Being aware that you can be called out for misconduct.
- Calling others out for violating the code of conduct.
- Not being under the influence of any drugs, with the exception of alcohol at events where it is made available, when attending an activity hosted by Maizena. Drugs in this situation are the ones referred to in the Dutch Opium Act, in particular lists I and II, and so-called "designer drugs" which are expected to be added to these

lists in the foreseeable future. An exception can be made if a medical certificate is shown.

## **2. Personal guidelines**

In addition to the abovementioned general provisions of desired behaviours, the following section highlights specific guidelines for certain groups involved in Maizena and expectations towards these. These groups are activity attendees, committee members/organisers, and the board.

### **2.1 Activity attendees**

- You ensure that you do not disrupt the activity.
- You do not behave in an inappropriate or disruptive manner. This includes behaviour resulting from alcohol use.
- You respect the organisers of an activity. This includes not just the organising committee and board, but also external parties, such as the host providing a location.
- You adhere to the rules and instructions of the organisers as well as the staff at the location of a Maizena activity.

### **2.2 Committees**

- You are responsible for the implementation of the code of conduct at the activity which you organise.
- You try to make everyone attending feel welcome at the activity and strive to ensure accessibility.
- You ensure that everyone's boundaries are respected.
- You are aware of the power dynamic you may hold as the organising committee and take this into account.
- You will not abuse your position of power.

### **2.3 Board**

- You are responsible for the implementation of the code of conduct at all times.
- You act with integrity in considering sanctions should the code of conduct not be followed.
- You must be transparent during the process of sanctioning, allowing for a response of the sanctioned party.
- You are aware of the power dynamic you may hold as the association board and take this into account.
- You will not abuse your position of power.

### **3. Code of Conduct Violations – Sanctions and Actions**

In case the code of conduct has been found to be violated, there are several options for sanctions which can be imposed by the incumbent board. Certain sanctions are specified in the statutes of Maizena. Additional sanctions, as well as the purpose and application of said sanctions, are laid out here and in the house rules of Maizena.

#### **3.1 Removal from activities**

- If deemed necessary, attendees at an activity may be removed. If possible, this attendee will be warned before their removal.
- The board, the organising committee and any external party involved in the hosting of an activity, are authorised to remove people from activities.
- If removal is deemed necessary resulting from unwanted behaviour, the board must be informed.

#### **3.2 Official warnings**

- The board can present someone with an official warning regarding their misconduct and inform them about possible sanctions which may follow if the misconduct continues in the future.
- The board ensures that the possibility is provided to discuss the official warning.
- An official warning by the board must be done in writing.
- If someone has been harmed by the behaviour of the warned person, they may be informed about the issued warning.

#### **3.3 Suspension from the association**

- In accordance with Maizena's statutes article 6.5, should a member not act in accordance with the statutes, rules, or decisions of the association or disadvantage the association in an unreasonable manner, their membership may be suspended.
- The suspension term is determined by the board, with a maximum suspension period of six (6) months.
- The member in question may lodge an appeal for a GMA within a month of their membership suspension. At this GMA, the suspension requires a majority vote in favour of the suspension of at least two thirds (2/3) of total votes to remain in place. From the moment the member is informed of the suspension until the moment a decision is reached by the GMA, the member's membership remains suspended.

#### **3.4 Permanent expulsion from the association**

- In accordance with Maizena's statutes article 6.4, should a member not act in accordance with the statutes, rules, or decisions of the association, their membership may be terminated.
- If it has been decided that a member's membership will be terminated, they will be informed as soon as possible and given the reason for this termination.
- The member in question may lodge an appeal for a GMA within a month of their membership termination. At this GMA, the decision to terminate the membership requires a majority vote in favour of termination of at least two thirds (2/3) of total

votes. From the moment the member is informed of the termination until the moment a decision is reached by the GMA, the member's membership is suspended.

- Upon membership termination, the contribution paid to Maizena shall not be reimbursed, or in case of non-payment, is still owed to the association, in accordance with the statutes article 6.5.

### **3.5 Implementation of sanctions**

- Sanctions are always issued by the incumbent board, with the exception of removal from activities (see also 3.1 Removal from activities). CCPs can hold an advisory role in this process.
- The incumbent board can apply the sanction possibilities which are provided in the statutes, house rules and code of conduct. An official warning is not required before sanctions.
- The board ensures that the possibility is provided to discuss the sanction.
- A sanction must be communicated in writing to the relevant party, with the exception of removal from activities. The board is required to justify why a sanction has been imposed on the sanctioned party.
- The imposed sanction chosen by the board must be proportionate to the misconduct.
- If necessary, the Radboud university will be kept informed of undesirable behaviour within Maizena and the sanctions imposed by the board.
- When a criminal offence is involved, the board may report it to the police if the situation requires it or gives cause to do so.

## **4. Confidential Contact Persons**

People involved with Maizena in any capacity experiencing any kind of inappropriate or transgressive behaviour, experiencing anything decreasing their feeling of safety within the association, or experiencing anything making them feel unwelcome, who would rather not inform the board members, can approach the Confidential Contact Persons. The CCPs are points of contact within the association for members and others involved with the association when they do not feel comfortable enough to discuss matters with the board. The CCPs are primarily listeners. Next to this, they talk with the person who reached out to them and look at appropriate follow-up steps together. The person in question's wishes always come first and are leading in any further steps. When deemed necessary, the CCPs may refer said person to an expert to help with the situation. The CCPs may also have an advisory role towards the board, with the aim of facilitating a safe social climate within the association.

The board is responsible for providing at least one CCP each year, preferably more. Contact information of the CCPs can be found on Maizena's [website](#), as well as on Maizena's Instagram page and in the monthly newsletter.

## **5. Revision**

It is important to have a regular revision of the Code of Conduct, to allow room for developments in the subject of social safety. Any potential updates should be brought up, discussed and approved at a General Members Assembly. Updates always have to be in accordance with the House Rules, Statutes and Dutch law.