



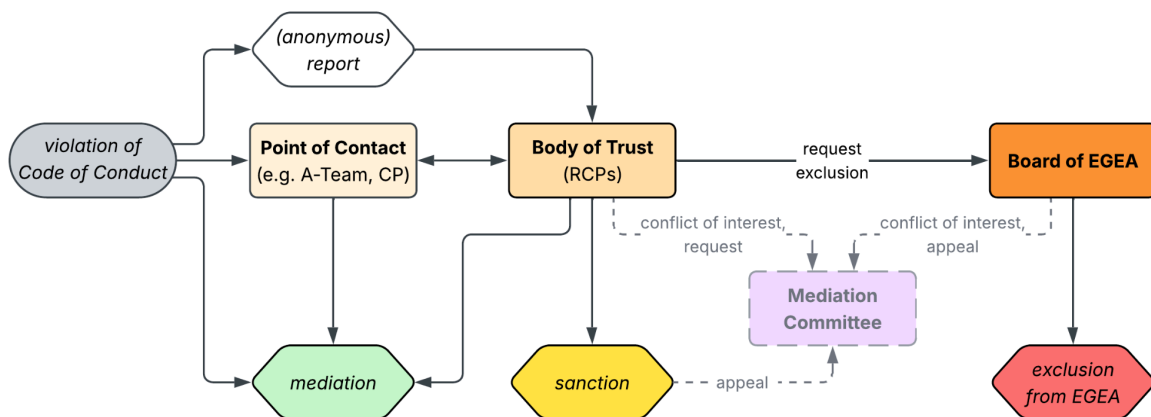
Protocol Appendix E

EGEA CODE OF CONDUCT

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Overview – Reporting & Procedure



INTRODUCTION

Keeping the Mission, Vision and Values of EGEA in mind, EGEA encourages the full participation of everyone and ensures respect and dignity to every person that is involved, any individual participating online or offline, as well as individuals representing EGEA externally. There is no room in EGEA for discrimination, sexual or emotional harassment, humiliation, exclusion or violence.

PART I: GENERAL

I.1. Context

The values guiding this Code of Conduct are based on the European Convention of Human Rights and are accepted by every individual participating in any EGEA activity or representing the Association externally.

I.2. Aims and Objectives

The aims of this Code of Conduct are to create and maintain a safe, respectful and inclusive environment. It is based on the principles of equality and mutual respect and seeks to ensure that everyone can fully participate in all activities and bodies of EGEA.

I.3. Individuals to whom this Code of Conduct applies

This Code of Conduct applies to all individuals involved in EGEA activities.

I.3.1. These individuals include, but are not limited to:

- Individuals participating in EGEA;
- EGEA Entities and their representatives acting on behalf of the Association;
- Official positions (including the Board of EGEA, Regional Teams, Advisory Board, Teams, and Secretariat Coordinator);
- Members of organising teams;
- Guests or external individuals who are invited or otherwise involved.

I.3.2. These activities include, but are not limited to: congresses, events, exchanges, workshops, regional or local activities and meetings. The same applies to violations that occur outside of EGEA events, but still fall within the scope of EGEA.

I.3.3. Entities are obliged to implement the Code of Conduct at a local level and take action if necessary.

I.4. Acceptance of the Code of Conduct

This Code of Conduct has to be accepted by every individual of a member entity during the creation of their user account on the official EGEA Website. External guests who are

officially part of an events program are required to accept Part I.1. to Part IV.3. before their participation.

I.5. Legal status

This Code of Conduct defines behavioural standards and responsibilities within EGEA. While it is not a legal document, it is binding within EGEA and applies to all individuals acting in its name. It does not override national or international laws or the legal rights of any person involved. In cases of legal relevance, national legislation takes precedence.

PART II: PRINCIPLES

II.1. Standards of Behaviour

Based on EGEA's Mission, Vision and Values, EGEA rejects any kind of verbal or physical bullying, degradation, harassment, or humiliation arising from but not limited to the following:

- Age,
- Being pregnant or having a child,
- Citizenship, EGEA region/entity,
- Disabilities or impairments of any kind,
- Field of study, education level, professional background,
- Experience and/or position in the Association,
- Ethics and values,
- Ethnic or national origin,
- Gender including sex, sexual orientation or gender identity,
- Language, literacy and (English) language skills,
- Lifestyle choices,
- Physical appearance,
- Political convictions,
- Relationship status,
- Religion, belief or non-belief,
- Socio-economic background,
- Consumption habits.

II.1.1. We act according to the principle of consent. Consent cannot be implied and must be given actively and voluntarily. Only yes means yes! No always means no! Consent can be withdrawn at any time during an interaction.

II.2. Violations of the Code of Conduct

II.2.1. are defined by any behaviour that goes against our standards of behaviour mentioned in Part II.1.

II.2.2. Being under the influence of alcohol or other substances is no excuse.

II.3. The right to define personal boundaries

The right to define personal boundaries lies with the person affected. Anyone who experienced misconduct, discrimination, or violations of personal boundaries has the autonomy to describe their experience.

II.3.1. All requests for support must be taken seriously. Their experiences are valid and must not be questioned or downplayed.

II.3.2. This right ensures recognition and protection of the affected individual, but does not grant authority over any resulting consequences.

PART III: AWARENESS AND SUPPORT STRUCTURES

III.1. Personal Responsibility

To foster a safe and inclusive environment for everyone in EGEA, every individual is encouraged to:

1. engage in dialogue to reach a mutual understanding in case of disputes;
2. support one another in vulnerable situations or help others seek appropriate help when needed;
3. remind themselves and their peers of their commitment to the Code of Conduct and applicable rules and laws.

Any complaints or questions related to violations of the Code of Conduct can be addressed to the responsible Point of Contact or the Body of Trust.

III.2. Point of Contact

The Point of Contact is responsible for handling issues related to violations of the Code of Conduct during any EGEA activity. They serve as first responders for participants in vulnerable situations and as mediators in disputes.

III.2.1. A Point of Contact:

1. consists of designated individuals who are clearly introduced to the participants at the beginning of an event;
2. remains approachable for participants throughout an event;
3. shall remind participants of their obligation to follow the Code of Conduct before an event;

4. is expected to act with confidentiality, neutrality, and care;
5. shall receive appropriate briefing or training prior to the event.

III.2.2. For **Congresses**, a dedicated Awareness Team shall be appointed as Point of Contact.

III.2.3. For other **events**, an Awareness Team is recommended.

III.2.4. For local activities of an **Entity**, the CP's or individuals appointed by the Entity are recommended to serve as the Point of Contact.

III.3. Awareness Teams

An Awareness Team takes the role of the Point of Contact for a congress or event.

III.3.1. Its members are determined by the organizers beforehand.

III.3.2. The team shall consist of at least two people (ideally of different genders) of whom at least one can be approached at any time during the event.

III.3.3. At congresses, at least one member each of the organising team, the Board of EGEA, and the RCPs shall be part of the Awareness Team.

III.3.4. Its members are clearly identifiable (e.g. through visible identifiers while on duty)

III.3.5. They have to remain in a responsible condition and must not be intoxicated in any way while on duty.

III.4. Body of Trust

The Body of Trust is constituted of the Regional Contact Persons.

III.4.1. Throughout the working year, it serves as a fixed point of contact for issues related to the Code of Conduct.

III.4.2. It is responsible for the visibility of the Code of Conduct and takes care of all related administrative work.

III.4.3. It treats all information related to the Code of Conduct with confidentiality.

III.4.4. Members of the Body of Trust shall receive appropriate training.

III.5. Anonymous online report system

At congresses and events, there must be an option to report incidents anonymously that is visible to everyone. Additionally, it must always be accessible for every individual of EGEA on the official website of EGEA and is overseen by the Body of Trust.

PART IV: REACTION

IV.1. Objective

The following steps provide a general guideline for handling violations of the Code of Conduct. Each case is different, so these steps should be applied in a way that fits the situation. The goal is not punishment, but to promote understanding and support personal growth through constructive conflict resolution.

IV.2. Reaction on-site

The Point of Contact is responsible for handling violations of the Code of Conduct on-site and should act according to their best judgment.

IV.2.1. Affected individuals decide themselves if and how to react to situations. Their decision must be respected at all times. However, they should still be checked on occasionally to ensure their wellbeing.

IV.2.2. Depending on the severity of the situation, the Point of Contact may:

- ensure the wellbeing of the affected party and engage in conversation with them;
- remind participants of their obligation to act according to the Code of Conduct;
- provide a safe space or similar;
- engage in a personal conversation with the reported party to ensure they understand why their behaviour may be considered inappropriate;
- mediate a conversation between the affected and reported party if both agree;
- inform the affected party about the option to file a report to the Body of Trust and explain the following procedure.

IV.2.3. Severe violations of the Code of Conduct demand immediate action as they undermine the fundamental values of EGEA and may cause others to feel unsafe. In such cases, the organising team and the Point of Contact are required to:

- ensure that everyone is safe;
- contact the local authorities if necessary according to the laws of the respective country;
- consider the suspension of the reported party from the congress, event, or other activity. The decision is made by the organizers with potential

consultation from the Awareness Team. Suspended individuals are not entitled to any refunds or participation confirmation;

- report the incident to the Body of Trust. The affected party must be informed of the report, can be involved in its preparation, but can also insist on their anonymity.

IV.2.4. Incidents involving underage individuals are, without exception, to be considered serious violations and treated accordingly. Their legal guardians must be informed of the incident.

IV.2.5. Participants on site (directly or indirectly affected) can be informed of severe cases of violation of the Code of Conduct, while strictly maintaining anonymity of the people involved.

IV.3. Procedure after a filed report

Reports are handled by the Body of Trust. Once a report is received, the following steps are taken:

1. If the reporting party wishes to get help on-site, the Body of Trust must reach out to the organising team of the activity where the incident happened as soon as possible.
2. One member of the Body of Trust is appointed to oversee the submitted case and create a case file.
3. Within two weeks of receiving the report, a meeting between the Body of Trust and the affected party is scheduled if the report wasn't anonymous.
4. Information Collection: Relevant parties are identified and contacted for further information. Other potentially relevant evidence is also collected.
5. Defendant Hearing: The reported party gets the opportunity to plead their case to the Body of Trust. The initial report, as well as relevant information that might be used for issuing a decision, needs to be addressed.
6. The Body of Trust decides on the next steps (e.g. sanctioning, mediation). Both parties need to be informed accordingly.
7. If sanctions are imposed, a written agreement must be signed by the reported party and the Body of Trust within two weeks. The agreement specifies the sanctions and their duration, their reasoning, and how they will be documented.

IV.3.1. Confidentiality needs to be reaffirmed before every conversation.

IV.3.2. Any information or action-taking needs to be agreed upon by the affected party if they aren't anonymous.

IV.3.3. The full process, from report to decision, should not take longer than 30 days.

IV.4. Sanctions

Sanctions are intended to help the reported party reflect on their actions, rebuild trust and ensure the wellbeing of others.

IV.4.1. The authority to impose a sanction for violations of the Code of Conduct lies with the Body of Trust.

IV.4.2. Imposing a sanction must always be considered carefully, given potential consequences for the individual.

IV.4.3. When determining the type and duration of a sanction, the following factors must be taken into account:

1. the severity of the violation;
2. the intentionality of the actions;
3. how often the reported party has committed violations;
4. the position of the reported party within EGEA;
5. the amount of evidence;
6. equality, meaning that similar cases should be treated similarly.

IV.4.4. Although every violation of the Code of Conduct is taken seriously, they differ in context and severity. Therefore, sanctions are not pre-determined but established on a case-by-case basis to ensure fairness.

IV.4.5. Nevertheless, to support transparency and predictability, potential sanctions include:

- A warning, which may form the grounds for further sanctions,
- suspension from participation in international events organised by EGEA
- suspension from organising events or being a Point of Contact
- removal or suspension from a position in EGEA
- suspension from access to EGEA services such as the official EGEA Website, EGEA Discord, EGEA Instagram Accounts, etc.

IV.4.6. Multiple sanctions may be imposed at the same time.

IV.4.7. The duration of suspensions may be up to one year.

IV.4.8. In **severe** or **repeated cases** of violations of the Code of Conduct, the Body of Trust may, as a last resort, request the permanent exclusion from the

association by the Board of EGEA. The case is presented to the Board of EGEA after the two-week appeal period.

IV.4.9. In order to remove an individual from an official position, they must either resign or be removed through a vote by the General Assembly.

Part V: RIGHTS AND OBLIGATIONS

V.1. Right to appeal

Any affected party, reported party or member of a decision body has the right to appeal the ruling on the case once.

V.1.1. The appeal must be submitted in writing by email to the Body of Trust within two weeks of receiving the decision. It must clearly state the reason for disagreement.

V.1.2. A Mediation Committee is then appointed to review the case and hear the appeal.

V.2. Exclusion procedure

The exclusion of an individual from the Association is considered the very last resort. It is only applied if no substantial improvement in behaviour is observed after repeated violations, or if the harm caused by a severe violation makes rebuilding trust impossible.

V.2.1. The authority to exclude an individual from the association lies solely with the Board of EGEA or the respective appointed Mediation Committee.

V.2.2. The decision must be documented in a written statement, signed by the decision-making body and sent to the excluded individual.

V.2.3. This decision is final and cannot be appealed.

V.2.4. When an exclusion is decided, the Contact Persons (CPs) of the respective Entity must be informed.

V.3. Conflict of interest

Neutrality and fairness must be ensured when dealing with reports.

V.3.1. Anyone involved in receiving or processing a report must step back from the case if they have a conflict of interest.

V.3.2. Such conflicts must be declared proactively and without delay.

V.3.3. If necessary, replacement members must be appointed to ensure impartial handling of the case.

V.4. Mediation Committee

A Mediation Committee can take over the decision-making role of the Body of Trust or the Board of EGEA for specific cases. It receives its rights and obligations related to the case for which it was appointed.

V.4.1. A call for a Mediation Committee can be initiated by the Body of Trust, the Board of EGEA, or the Advisory Board:

- A. if more than half of the members of the Body of Trust declare a conflict of interest in the case;
- B. if accusations are made against an individual in an official position;
- C. if an appeal is submitted against the decision of the Body of Trust;
- D. if a decision-making body neglects its responsibility;
- E. if the Body of Trust requests additional support;
- F. the affected party requests it and can provide a reason.

V.4.2. A Mediation Committee must consist of five uninvolved individuals with equal voting rights and should include:

- 1 member of the Board of EGEA,
- 1 member of the Advisory Board,
- 1 Regional Contact Person,
- 2 members of a Supporting role, an EGEA Team or Project.

V.4.3. Potential members are approached through an internal call in the respective bodies, without giving any details about the case. It is beneficial if they have received awareness training before.

V.5. Privacy and Documentation

All reports and proceedings will be documented securely in a restricted-access space and treated with the utmost confidentiality. They are only accessible to the Body of Trust and the Board of EGEA.

V.5.1. Personal data will only be shared on a strict need-to-know basis.

V.5.2. Submitted reports and documents created from them are stored securely for the duration of the working year.

V.5.3. If sanctions are imposed, the name of the sanctioned individual, the type of sanctions, and their duration are stored for three years. This ensures proper follow-up while still respecting privacy.

V.5.4. Separately, anonymised information about the violation, the sanctions, and the reasoning is stored permanently as reference for future decisions. This record must not contain any personal identifiers.

V.6. Lack of cooperation

If the reported party fails to respond to requests of the Body of Trust, even after a warning, does not attend scheduled meetings, or refuses to sign a written agreement, the Body of Trust must request their permanent exclusion from the Association by the Board of EGEA.