

# Code of Conduct

Annex 1

This Code of Conduct applies to the activities of the Students' Union of Tampere University of Applied Sciences (hereinafter referred to as Tamko). This Code of Conduct was approved in a Council meeting on 7 December 2021. Note: this is an unofficial translation. In case of any discrepancies, the Finnish original prevails.

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## GENERAL

This Code of Conduct describes Tamko's ethical principles and guidelines for promoting equality in all activities. It guides the activities of Tamko, creating a safer and more sustainable organizational culture. This Code of Conduct describes how everyone can contribute to creating a good and equal atmosphere. It also determines what is inappropriate behavior and describes what practices we use to address harassment and discrimination.

This Code of Conduct applies to all Tamko's activities, that is, it concerns the entire Students' Union, Tamko's employees, actors in positions of trust, Tamko's sub-associations, tutors and all other persons participating in our activities. Compliance with this Code of Conduct must be continuously monitored. The implementation of this Code of Conduct is the responsibility of the entire Students' Union, but especially of Tamko's actors in positions of trust and employees.

## VALUES

Tamko's activities are based on student-orientedness, equality, transparency, and sustainability.

From Tamko's Strategy:

### **Student-orientedness**

Students and promoting their interests form the basis of Tamko's activities. The students themselves are responsible for all the decision-making that guides the activities. Tamko actively listens to its members and constantly develops its activities based on it. The Students' Union develops and modernizes itself along with the changing environment. Tamko participates in creating the community spirit of the students.

### **Equality**



The Students' Union commits in all of its activities to promote parity and equality and to prevent discrimination. Tamko's communication, educational and social affairs work, and daily activities are accessible. The Students' Union will take students from a wide variety of backgrounds into consideration and promote the diversity of students.

### **Transparency**

Through its activities, Tamko enables an open and inclusive culture in which communication is highly valued. The activities of the Students' Union are guided by an all-encompassing democracy in the decision-making concerning students. Tamko has an active dialogue with students and communicates versatily and transparently about all of its activities.

A Code of Conduct value:

### **Sustainability**

Tamko's activities are economically, ecologically, and ethically sustainable. Sustainability is considered in decision-making by, for example, making the most eco-friendly or ethical choices where possible.

## KEY CONCEPTS

### **Equality**

Equality means that all people are equal, irrespective of their gender, age, ethnic or national origin, nationality, language, religion and beliefs, opinion, disability, health, sexual orientation, or other personal characteristics.

### **Diversity**

Diversity refers to the versatility and pluralism in an organization's personnel, customer base, and other stakeholders. The characteristics of diversity are age, gender, disability, health, ethnic origin, nationality, language, religion, beliefs, and sexual orientation.

### **Inappropriate behavior**

Inappropriate treatment is behavior contrary to general good manners towards others. Inappropriate treatment refers to harassment, bullying, and other inappropriate behavior. It can be done by any member of a community, either alone or together with others. Inappropriate treatment may be verbal or non-verbal. It may include gestures or facial expressions.

Inappropriate treatment may include, for example

- bullying, discrimination or favoritism
- negligence
- belittling or ignoring
- isolation
- defaming a person's individual traits, characteristics or private life
- threats
- going beyond the employer's right to direct and supervise work, or humiliating treatment
- unilateral change of agreed terms

### **Discrimination**

Discrimination means treating people unequally or putting them in a different position without an acceptable reason. Discrimination is also the creation of an atmosphere that is threatening, hostile, degrading, or humiliating and an order or instruction to discriminate.

Discrimination is prohibited, regardless of whether it is based on a fact or assumption concerning the person themselves or someone else.

## **Harassment**

Harassment is the violation of the value and integrity of a person or group of people by creating an intimidating, hostile, degrading, humiliating, or offensive atmosphere. Harassment is one form of discrimination. Everyone experiences harassment differently, there is no unambiguous way to define a person's experiences. For one, a joke can be harmless and funny, while another may find it offensive to themselves or someone else. What is notable, however, is that when a person experiences a situation where they think harassment occurs, it leaves them uncomfortable.

Sexual harassment is defined as verbal, non-verbal or physical conduct of a sexual nature that is unwanted and by which a person's psychological or physical integrity is violated intentionally or factually, especially by creating an intimidating, hostile, degrading, humiliating, or offensive atmosphere.

Gender-based harassment means unwanted conduct that is related to a person's gender, gender identity, or gender expression. Gender-based harassment is not of a sexual nature, but it violates the psychological or physical integrity of a person. It can create an intimidating, hostile, degrading, humiliating or, offensive atmosphere.



## GENERAL ACTIVITIES

Tamko is the Students' Union of Tampere University of Applied Sciences, and it represents all students at Tampere University of Applied Sciences. Tamko's activities are run by Tamko's Council, Board, and employees. Tamko's activities are guided by the policies decided by the Council. The Board is responsible for carrying out the tasks assigned to it and for running day-to-day activities with the employees. Participating in the activities must be as accessible, equal, and transparent as possible. Any bullying, harassment, or violence against others is strictly prohibited in all Tamko's activities.

Accessibility refers to how well our facilities, electronic systems, communications, and attitudes enable the inclusion and equality of students with diverse personal characteristics and life situations. Tamko aims at keeping the facilities used in its activities accessible and considers aspects related to, for example, vision, hearing, understanding, and communication regarding them. Accessibility is considered in all communications so that everyone can follow them and participate in our activities.

We take environmental impacts into account in our activities and make sustainable choices where possible. We respect human rights, and we do not support activities produced by forced labor or child labor.

## WORKING ENVIRONMENT AND POSITIONS OF TRUST

Tamko acts as a working environment for both employees and actors in positions of trust. The activities in the working environment are based on the principle that everyone is treated equally.

Bullying in the workplace, discrimination, and other inappropriate behavior is unacceptable from anyone. The limits of appropriate and inappropriate behavior are determined by the employees and actors in positions of trust. If someone feels that humor is offensive, it must be stopped.

Shouting, raging, or discussing about matters related to personal characteristics do not belong to Tamko's activities. This Code of Conduct and our shared principles must be known by everyone.

## WORKING ENVIRONMENT

Workplace activities are governed by, for example, the Non-discrimination Act, the Employment Contracts Act, the Occupational Safety And Health Act, and the Working Time Act. Tamko is committed to equal and fair treatment of employees in all personnel matters.

Supervisors are responsible for promoting a direct, open, and constructive discourse regarding all matters related to work and for encouraging their subordinates to ask questions, make development proposals, and to report possible grievances. Supervisors are responsible for the orientation of new employees, and they intervene in practices that must be reformed. Supervisors' behavior must serve as an example of responsible activities, and they must not demand anything that requires neglecting shared principles from their subordinates.

Employees are responsible for engaging in a constructive discourse and for reporting any possible grievances so that they can be addressed. Employees must act responsibly, and they must not demand anything that requires neglecting shared principles from Tamko or their supervisors.

## POSITIONS OF TRUST

Tamko is committed to equal and fair treatment of actors in positions of trust. Everyone is guaranteed a safe working environment. Actors in positions of trust do not have an established working time like employees have, and that is why it is important to support their well-being at work and ensure that they have enough time for recovery.

The Chairpersons of the Board and the Council are responsible for promoting

a direct, open, and constructive discourse regarding all matters related to the activities of actors in positions of trust and for encouraging them to ask questions, make development proposals, and to report possible grievances. The Chairpersons are responsible for the orientation of new actors, and they intervene in practices that must be reformed.

All actors in positions of trust are responsible for engaging in a constructive discourse and for reporting any possible grievances so that they can be addressed. Actors in positions of trust must act responsibly, and they must not demand anything that requires neglecting shared principles from Tamko.

## HARASSMENT CONTACTS

Harassment contacts are Tamko's actors or other persons selected for the position who have been trained to act as a harassment contact. Harassment contacts' duty is to support and advise persons who have experienced harassment. They offer easily accessible help and will only take further measures if the subject of harassment has consented to it. The work of harassment contacts is confidential. No detailed information of contacts is collected.

If the person making the report consents, the harassment contact may:

- Contact the parties involved in the harassment situation and discuss the incident.
- Provide an opportunity to discuss the situation for both parties involved in the harassment situation.
- Advise the parties involved in the harassment situation to contact various support services.



## PARTICIPATION IN THE ACTIVITIES

### EVENTS

This Code of Conduct is always applied to Tamko's events. An official afterparty is part of the event. This Code of Conduct also supports sub-associations in organizing events and during the events themselves.

Participants of Tamko's events are often Tampere University of Applied Sciences students and Tamko members, and they all have their own views. When different people from different backgrounds come together, harassment may go unnoticed. Respectful behavior towards everyone is the first step towards a harassment-free event.

Each Tamko event has appointed harassment contacts. Harassment contacts are primarily present at the event and, for larger events, reachable through a contact form, but other means of contacting them are also possible. A person who has experienced harassment and/or discrimination may also contact the harassment contacts after the event.

### TUTORING

This Code of Conduct is applied in tutoring starting from recruitment, and it should be introduced to tutors during their training. The tutoring team is discreet in the processing of confidential information.

Tutoring is a position of trust. Tutors sign a tutoring agreement by which they are obliged to behave appropriately and are bound by a confidentiality obligation. Tutors act as peer supporters and represent the University of Applied Sciences and Tamko in addition to themselves. Tutors have a duty to treat everyone equally and to share objective and correct information. Tutors must take the different backgrounds of people into account. Tutors can help their group to create an open and safe atmosphere by their own example. It is also important to make the duties, responsibilities

and obligations of tutors clear to new students from the beginning of the academic year.

## SUB-ASSOCIATIONS

This Code of Conduct supports the activities of sub-associations. In addition to supporting sub-associations' harassment contact activities, Tamko supports sub-associations in promoting equality.

## AMENDMENTS TO THIS CODE OF CONDUCT

Amendments to this document are decided by the Council of the Students' Union by a simple majority vote.