

Code of Conduct of ESN Lund

Version 1 · generated 2026-09-05

Contents

1. Aim
2. Scope of Application
3. Prohibited Behavior
4. Reporting of Violations
5. Procedure

1. Aim

ESN Lund is committed to create a safe, inclusive, and respectful environment for all participants and members of the section. This Code of Conduct sets out to ensure the expected standards of behavior within the organisation. All individuals participating in ESN Lund are expected to act responsibly, respectfully, and inclusively to contribute positively.

This Code of Conduct is aligned with the Code of Conduct of ESN Sweden. In cases not covered by this document, the Code of Conduct of ESN Sweden shall apply.

2. Scope of Application

This Code of Conduct is applicable to any individual, organisation, or group participating in ESN Lund.

Participation includes any activities, events, and meetings that are hosted by ESN Lund or where members are representing the ESN Lund section at national or international events. This Code of Conduct is applicable at both physical and online settings of:

- All meetings, both organised for the members of the section and for external events (e.g. National Assemblies, NEP, EGM, board meetings, council meetings)
- All ESN Lund external and internal activities (e.g. Board Games night, Copenhagen pub crawls, Welcome Weeks, Cottage Weekend)

3. Prohibited Behavior

Incidents strictly prohibited by ESN Lund and violate the Code of Conduct extends to, but are not limited by:

- Discrimination (gender, sexuality, race, religion, disability, age, etc.)
- Harassment or bullying
- Sexual harassment
- Sexual assault
- Verbal or physical aggression
- Hate speech
- Abuse of power, including coercing others into inappropriate, unwanted behavior
- Use of illegal substances at ESN Lund events

- Violations of Swedish law

4. Reporting of Violations

Violation of the Code of Conduct should be reported to the designated Points of Contact and must be dealt with according to the relevant procedure.

Reports can be made by anyone who has either experienced a violation, witnessed a violation, or by an individual who received credible information regarding a violation. Anonymity must be assured if requested.

4.1 Points of Contact

The Points of Contact are by default the President and Vice President of ESN Lund. Points of Contact should be contacted formally by emailing the President and Vice President directly.

5. Procedure

All procedures must ensure the right of anonymity, appropriate proportionality of measures, and the right to be heard.

5.1 Reporting and Initial Assessment

5.1.1 Submission of Reports

Reports of violations of the Code of Conduct may be submitted by:

- Victims
- Witnesses
- Individual(s) who received credible information regarding a violation

Reports should be directed to:

- President of ESN Lund
- Vice President of ESN Lund

Anonymous reporting must be assured upon request.

5.1.2 Initial Assessment

Upon receiving a report:

- The President and Vice President conduct a preliminary assessment of the violation
- They determine:
 - Severity of case
 - If a Formal Warning or Temporary Suspension is the next call of action
 - In severe cases a decision for expulsion may be exercised
- If the reported behavior may constitute a violation of Swedish law, the President and Vice President should refer the matter to the relevant authorities and contact the Board and Auditor regarding this action.

5.2 Formal Warning

5.2.1 Grounds

A formal warning may be issued in cases of:

- Minor violation(s)
- First-time violation

5.2.2 Procedure

- The President and Vice President must inform the Board and Auditor of the report and relative details.
- The individual in question must be invited to a formal meeting conducted by the President and Vice President. Additionally, the individual must be informed in advance of the meeting concerns. This should be stated through email and/or messages by stating:
 - "The meeting concerns actions violating the Code of Conduct of ESN Lund"

5.2.3 Outcome

- A written confirmation of the Formal Warning is sent to the individual following the meeting which is signed by both the President and Vice President.
- The warning is documented internally by the Board.

5.3 Temporary Suspension

5.3.1 Grounds

Temporary suspension may be issued in cases of:

- Major violation(s)
- Violation of the Code of Conduct after a Formal Warning was conducted

5.3.2 Procedure

- The President and Vice President must inform the Board and Auditor of the report and relative details.
- If the President and Vice President decide to proceed to Temporary Suspension without a Formal Warning, the individual in question must be made aware of this through a Formal Statement. The individual in question must be invited to a formal meeting conducted by the President and Vice President. Additionally, the member must be informed in advance of the meeting concerns. This should be stated through email and/or messages by stating:
 - "The meeting concerns actions violating the Code of Conduct of ESN Lund"
- The decision to temporarily suspend a member must be made by the majority of the Board and quorum must be reached as defined in the Statutes of ESN Lund.
 - The Board must decide on the details of the temporary suspension in regards to:
 - Duration of suspension
 - Temporary suspension may not extend beyond the current Board mandate. The newly elected Board may decide to reinstate the temporary suspension with the same voting procedure.
 - Measures of suspension such as:
 - Suspended from internal events
 - Suspension from external events
 - Restricted from representing ESN Lund at national and international events
 - The vote should be presented as "Do you wish to temporarily suspend ['name of individual'] for ['duration of suspension'] and ['measures of suspension'] from ESN Lund?" with valid response options being "Yes," "No" and "Abstain." The vote must be held anonymously through simple majority. One

poll enumerator is nominated at the beginning of the meeting who is responsible for counting and communicating the results of the vote.

- Once the vote has been conducted, the President must inform the individual in question the result by receiving a written decision through the preferred communication platform.

5.3.3 Outcome

A summary of the decision, excluding sensitive or identifying information shall be communicated to all Active Members of ESN Lund through email. This may include:

- Summary of incident(s)
- Violation(s) of the Code of Conduct
- Actions taken
- Key concerns
- Violations of procedural steps by the Board

Lastly, the Board must issue a formal apology to affected individuals where applicable on behalf of ESN Lund.

5.4 Expulsion

5.4.1 Grounds

Expulsion may be issued in cases of:

- Major violation(s) such as, but not limited to:
 - Discrimination
 - Sexual harassment
 - Sexual assault
 - Physical aggression
- Violation of the Code of Conduct after Temporary Suspension was conducted

5.4.2 Procedure

- The President and Vice President must inform the Board and Auditor of the report and relative details.
- The President must seek:
 - Statements from victims

- Statements from witnesses

These must remain anonymous if requested by those involved.

- Before the meeting where the vote will be taken:
 1. A complete formal report must be prepared including:
 - a) Summary of incident(s)
 - b) Testimonies/Formal statements
 - c) Actions taken
 - d) Identified violations by the individual in question

The formal report must exclude sensitive or identifying information.

1. The formal report and meeting agenda must be shared 48 hours before the meeting with:
 - a) All Active Members of ESN Lund
 - b) The individual in question

5.4.3 Meeting

The decision to expel the member in question can be held at a council meeting or General Assembly.

The meeting President must not be an individual who violated the Code of Conduct of ESN Lund or an individual who contributed to the creation of the Formal Report. An individual should be nominated at the beginning of the meeting and only accepted if the individual is not involved with the case. The meeting President is responsible for:

- Ensuring all individuals have an equal opportunity to present their statements
- Maintaining appropriate and respectful conduct from all individuals present at the meeting
- Keeping the discussion relevant to the agenda
- Ensuring the voting procedure is conducted according to the Code of Conduct The meeting President must remain impartial through the process and not influence the outcome of the decisions. The meeting President has the right to vote, but must not provide any statements towards the case.

The Active Members of the section must be informed including the date and time of the meeting. In the notification of the meeting, it must be written there will be a vote within the meeting, so Active Members are aware of the possibility to delegate votes. Delegation of votes must follow point **\$9 Vote Delegation** in the ESN

Lund Statutes. Additionally, "Decision to Expel Active Member" must be included as a main topic in the meeting agenda. The Board must present the Formal Report to the individuals present at the meeting before the hearing or discussion on the topic.

5.4.4 Hearing at the Meeting

The individual in question must be given the opportunity to:

- Present their perspective
- Respond to the Formal Report

This may be through:

- Writing
- Verbal expression during the meeting

5.4.5 Decision

Expulsion is decided through a vote involving Active Members present, and respective vote delegations. The vote should be presented as "Do you wish to expel ['name of individual'] from ESN Lund?" with valid response options being "Yes," "No" and "Abstain." The vote must be held anonymously through simple majority. Two poll enumerators are nominated at the beginning of the meeting, by the people who are present at the meeting, of which one must not be a Board member. The poll enumerators are responsible for counting the votes. Once the vote has been conducted, the poll enumerators must inform all present individuals at the meeting the results.

5.4.6 Outcome

A summary of the decision, excluding sensitive or identifying information shall be communicated to all Active Members of ESN Lund through email. This may include:

- Summary of incident(s)
- Violation(s) of the Code of Conduct
- Actions taken
- Key concerns
- Violations of procedural steps by the Board

Lastly, the Board must issue a formal apology to affected individuals where applicable on behalf of ESN Lund.

5.5 Repeat Violation after Decision to Expel

If an individual violated the Code of Conduct of ESN Lund after a vote of expulsion results in the individual to remain as an Active Member of ESN Lund, then a vote by the Board can be exercised to remove the individual from the section. This must be an anonymous vote made by simple majority.

5.5.1 Outcome

The Board must issue a formal apology to affected individuals where applicable on behalf of ESN Lund.

5.6 Special Circumstances

5.6.1 Report Towards Point of Contact

If the President or Vice President is the member in question, then reports should be directed to the individual who did not violate the Code of Conduct. Anonymous reporting must be assured upon request.

Given the circumstance, the President or Vice President must contact all other Board members and Auditor about the report and a vote within the Board will result in who will be the second responsible for communication with the individual and those affected. This vote must exclude the individual in question and be made anonymous through simple majority. One poll enumerator is nominated at the beginning of the meeting who is responsible for counting and communicating the results of the vote.

The individual concerned must be excluded from Board decisions regarding the topic. All procedural steps must be followed based upon the decided upon point of action from the President or Vice President and the elected second responsible. If the case involves the President, then the Vice President assumes responsibility where the President was expected to.

5.6.2 Report Towards Board Member

If a member who holds a position in the Board is the individual in question, then the individual must be excluded from all internal discussions and be treated the same as reports of other Active Members.

5.6.3 Report Towards Auditor

If the Auditor is the member in question, then the individual must be excluded from all internal discussions and be treated the same as reports of other Active Members.