



# **Code of Conduct ROTKO**

Ethical instruction

# INTRODUCTION

ROTKO's Code of Conduct is an operation guidebook, which gives guidelines to events and tutoring. Code of Conduct applies to ROTKO's personnel and other operators, tutors and persons attending events organized by ROTKO. ROTKO's aspiration is to organize events with equal and positive atmosphere for everyone. Operation guidebook for events is part of ROTKO's operation and values and is meant to help organize events and to resolve possible problematic situations. Tutoring is meant to help new students to adapt to new school and strengthen team building within the new class. Tutors need to take into account students' differences and respect them.

Code of Conduct applies to official parts of ROTKO's events including official after parties. This means the time between the marked beginning and ending of the event. Code of Conduct applies all the time in tutoring.

Code of Conduct processes equality, harassment and bullying incidents and interference of said incidents. Common rules are important in guaranteeing everyone can have a good time attending ROTKO's events.

# INTRODUCTION

In section 6 of Constitution of Finland people are stated to be equal. "No one shall, without an acceptable reason, be treated differently from other persons on the ground of sex, age, origin, language, religion, conviction, opinion, health, disability or other reason that concerns his or her person." In Non-discrimination Act's section 6 direct and indirect harassment and discrimination are forbidden based on above-mentioned section.

Since everyone is a unique person, everyone experiences harassment on their own way. One person might find a joke to be harmless and fun when other person finds it offensive towards themselves or others. The notable fact is that experienced harassment leaves person harassed feeling unpleasant. Based on given feedback events organized by ROTKO have been experienced as positive. Code of Conduct is meant to increase the amount of positive experiences by creating frames in which everyone can feel equal and welcomed to ROTKO's community.

A tutor works in a position of responsibility as a peer adviser and therefore is in special position. A tutor needs to act according to the trust given and respect students' differences. In their own actions, tutors need to try to prevent harassment and interfere if needed with proper means suitable for the situation.

# HARASSMENT, DISCRIMINATION AND INAPPROPRIATE BEHAVIOUR

Intimidation, mean or suggestive messages, frequent threatening, disparaging and blasphemous phrases, doubting of one's reputation or position and sexual harassment are counted as harassment.

Työsuojelu.fi 20.1.2020

If someone is being treated worse based on one or more personal qualities than others in a comparable situation, they are experiencing discrimination. Multiple discrimination causes person to be discriminated based on more than one of their qualities.

Discrimination includes direct and indirect discrimination, harassment, instruction or command to discriminate and denial of moderate conformations. Yhdenvertaisuusvaltuutettu 20.1.2020

Inappropriate treatment can be bullying, neglecting, belittling or ignoring, segregating, threatening, discriminating or favouring, denigrating one's private life, personality traits or qualities and one-sided changing of agreed terms. Työturvallisuuskeskus 20.1.2020

Sexual harassment is verbal, non-verbal or physical unwanted sexual behaviour, which intentionally or factually offends one's physical or mental integrity especially by creating a threatening, degrading, humiliating, distressing or hostile atmosphere. Tasa-arvovaltuutettu 20.1.2020

# HARASSMENT, DISCRIMINATION AND INAPPROPRIATE BEHAVIOUR

People from many different nationalities and backgrounds with diverse opinions, ideologies and identities study in Lapland University of Applied Sciences. When eclectic group of people gather together it is possible unnoticed harassment and discrimination happens in speech, words or actions. First step to harassment-free and non-discriminating event and tutoring is respecting everyone's opinions and expression.

Finnish alcohol culture can be oppressive from time to time especially for those who do not drink alcohol. Drinking or not drinking alcohol is one's own decision and it should not be judged nor wondered. Intoxicated person can overreact or experience embarrassing situations. Everyone is responsible for their own actions.

Communication in social media considering events organized by ROTKO and sometimes tutoring happens often by ROTKO and participants. Written and graphic communication online is challenging and sometimes there might occur situations where the meaning of communication is hard to understand. That is why it is possible people face difficulties with interpreting the message and someone can be inadvertently offended, harassed or discriminated. If pictures are edited for example into memes, permission must be asked from the person in the picture. Politeness and courtesy must be remembered in all communications in social media.



# TUTORING

As a tutor, the student is part of a tutor team in a work community and a professional touch for tutoring is expected from them. Rules, which are being followed at workplaces, are also followed in the operation of a tutor team. For example, problems faced within the tutor team should not be told to people outside the tutor team. Possible problems and difficulties should be tried to be solved within the tutor team. Depending on the severity and nature of the situation, head tutor or student union or school curator need to be contacted if needed.

A tutor is an influencer person who can be compared to teachers. Tutor's sayings are being listened very carefully and therefore tutor should consider carefully what kind of impression they give about themselves, school and its personnel and studies. A tutor needs to let students form their own opinion. Correct information needs to be given in tutoring and students need to be treated equally and fairly.

Student tutors need to pay special attention to what kind of interaction they are having with new students in different social situations. It is important to remember new students trust tutors and in some situations might let tutors closer to themselves than normally, mentally or physically.

# TUTORING

In said situations tutors need to remember and be aware of the fact they are tutors and make sure their appearance or gestures cannot be misinterpreted as harassment. Tutors need to be subtle and they need to remember professional confidentiality. Tutoring is a special position of responsibility, which is indicated by a tutor hoodies.

When wearing a tutor hoodie, tutor's actions can be compared to working in a work community. This means events organized then need to be non-alcoholic. If tutors organize alcoholic events, they cannot be organized while wearing a tutor hoodie and tutors cannot get tutor hours from the event. Tutors are not allowed to go to a bar or a nightclub wearing tutor hoodie.

Tutors need to remember they are tutors even when the are not wearing tutor hoodies. New students learn to know tutors especially as tutors and they might not get to know tutors any other ways, for example as friends. If tutor meets students when not wearing tutor hoodie, they need to remember the professional touch for tutoring. It is particularly important that new students are being told at the beginning of the semester about tutors' jobs, responsibilities and obligations. Also it needs to be told how students can tell apart tutors working and tutors on their own spare time. With this, misunderstandings can be avoided and the job description of a tutor is clear for everyone.

# HARASSMENT CONTACT PERSON ACTIVITY

Everyone has a right to safe life without any harassment, discrimination or inappropriate behaviour. Harassment contact person is a support person whose job is to listen without judging and when asked to, intervene in harassment situations that have occurred.

Harassment situations include discrimination, bullying, and inappropriate behaviour along with harassment. You can contact harassment contact person if you experience bullying or any other harassment by other student or personnel. Harassment contact person advises and helps solving out the harassment situation. Conversations are completely confidential and the harassment contact person will not take any further actions without joint decision.

Harassment contact person can also be contacted when one sees harassment and wants to discuss about possible procedures. Every year harassment contact persons who represent different genders are selected and trained from ROTKO's board.



# INSTRUCTIONS

If you experience harassment, discrimination or inappropriate behaviour, contact harassment contact person

- Tell what have you experienced or what has happened
- Discuss with the harassment contact person about solving the situation

If you experience a situation where someone else is harassed, discriminated or they experience inappropriate behaviour and you want to report that, contact harassment contact person

- Tell what have you seen or what has happened
- Harassment contact person contacts both sides of the situation you have witnessed if you wish so

# HARASSMENT CONTACT PERSON'S ACTIONS

After getting information considering harassment situation, harassment contact person acts confidentially with the consent from the harassed person

Harassment contact person can:

- Contact both sides of the harassment situation individually to discuss with them
- Organize meeting with both sides of the harassment situation to discuss with them
- Advise both sides of the harassment situation to contact support services offered by different operators
- Form a team which decides about further measures

If the harassment situation is especially insulting and offensive, harassment contact person forms a team consisting ROTKO's personnel where Lapland UAS' personnel can be invited to

The said team can:

- Contact the foreperson of the person accused of harassment
- Decide about possible disciplinary actions, such as removing from an event or entry ban to events organized by ROTKO



Lapin AMK opiskelijakunta