Code of conduct of S.V.K. Dokkaebi

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1. Goal

The purpose of the code of conduct is to ensure and maintain an open and safe atmosphere within our association. The code of conduct sets rules that must be followed by all individuals involved with S.V.K. Dokkaebi and its activities. It serves as a means to protect individuals who experience unwanted behavior and wish to report it. Mutual respect, in the broadest sense of the word, and openness are core values within our association.

2. Scope

By becoming a member, you automatically agree to the code of conduct.
This code of conduct applies to:

- Board members
- Council members
- Confidential contact persons
- Committee members
- Members
- Volunteers at activities, other than members
    - Including volunteers at 탁잡담
- External participants in association activities

3. Definitions

The following terms and definitions are used to describe unwanted behavior within the association's context. The behaviors listed below will not be tolerated under any circumstances.

Unwanted Sexual Behavior

Refers to all forms of verbal, non-verbal, or physical behavior with a sexual connotation, where the perpetrator knows or should know that it undermines the dignity of the other person. Any form of sexual behavior is unacceptable when it is unwanted, inappropriate, and offensive to the affected person, such as unwanted comments, insinuations, or physical contact.

Violence

Violence includes all forms of psychological and/or physical intimidation, threats, or attacks. This applies to any situation in which a person is harassed or assaulted, both mentally and physically.

Alcohol and Drug Abuse

Excessive alcohol consumption is not allowed when it results in inappropriate behavior, disturbance, or the creation of an unsafe environment for others. Additionally, the use of narcotics excluding prescribed medications before and during activities is prohibited. Everyone is expected to consume alcohol responsibly and refrain from using, possessing, or distributing prohibited substances during association activities. Any behavior resulting from excessive alcohol or drug use that compromises the safety, dignity, or well-being of others is considered unacceptable. Forcing someone to consume drugs, whether legal or illegal, is strictly forbidden.

Bullying

Bullying refers to any form of behavior—whether verbal, physical, through threats, actions, gestures, or written communication—aimed at undermining a person's personality, dignity, or integrity. This behavior can also include actions that undermine a person's role or functioning within the association and/or create a hostile, threatening, or humiliating environment.

Discrimination

Discrimination involves making distinctions or making negative statements about a person based on factors such as race, skin color, ancestry, religion, gender, functional disability, sexual orientation, beliefs, or gender identity. It can occur verbally, in writing, or through actions that exclude or disadvantage others.

4. Confidential Contact Person

The association's internal regulations define the framework for appointing and supporting the confidential contact person(s).

5. Submitting a Report

Every individual has the right to report an incident to a confidential contact person or board member if they believe they have been involved in unwanted behavior or have witnessed it during a situation affiliated with S.V.K. Dokkaebi. For reports or matters concerning the functionality of the current board, members can contact the Board of Supervisors (RvT).

6. Anonymity and Confidentiality

Anonymity and confidentiality are central principles for the board, confidential contact person, Supervisory Board and Council of Finance. The confidential contact person holds a confidential position at all times and is expected to maintain confidentiality in their duties, even amongst themselves. However, due to the legal obligation to report criminal offenses when aware of them, anonymity cannot be guaranteed in such cases. In cases of uncertainty, the confidential contact person will consult with Leiden University's confidential advisor.

7. Measures

If deemed necessary, the board may decide to impose sanctions on a person on the spot or afterwards, as established in the following sanctions procedure.

If deemed necessary, the board may propose to the General Assembly (ALV) to revoke a person's membership and/or temporarily remove council members, board members, and/or confidential contact persons from their roles.

Sanctions procedure of S.V.K. Dokkaebi

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1. Purpose

This sanction procedure outlines the sanctions that the board of S.V.K. Dokkaebi may impose on members, former members, and external parties if deemed necessary. The board strives at all times to prevent the imposition of the sanctions by proactively addressing violations of the code of conduct through dialogue, thereby avoiding further escalation.

The sanctions outlined in this document are the maximum penalties able to be imposed; the board may impose a lighter sanction depending on the situation. Members are obliged to respect any sanctions imposed. The board is required to communicate clearly about the imposed sanctions to all parties for whom this information is relevant.

2. Primary Sanctions

The board is authorised to impose four types of primary sanctions on individuals affiliated with the association: an official warning, denial of access to activities, suspension, and termination of membership.

Official Warning

The board may decide to issue an official warning to a person who, despite receiving several general warnings, persists in violating the association's rules or disregarding the board's directives. The reason and duration of the warning will be communicated to the individual. The board determines the length of the warning depending on the severity of the violation.

Official warnings are recorded by the board and passed on to the succeeding board. Registered official warnings remain in administration for a maximum of two years. The secretary is responsible for maintaining the records, but the sitting board can internally decide to further allocate this task. This record includes the following information:

- The name of the person concerned;
- The nature of the warning;
- The date on which the warning was imposed;
- The duration of the warning;
- The expiry date of the warning.

- The number of previously received official warnings, including the date of registration.

Denial of access to activities

Members may be denied access to specific activities by the board if they believe that the nature of the offence is not serious enough for a suspension.

External parties or former members may also be denied access to specific activities by the board. In addition, external parties or former members may be denied access to all activities for eight weeks if they have two active official warnings. Each subsequent official warning during the registration period will result in a new denial of access to activities, with the denial period being extended by two weeks each time. The maximum duration of the denial period is three months. The official warnings remain in force after the denial until their expiry date.

(Temporary) removal of office or committee

The board may decide to temporarily or permanently remove a member from their committee or collaboration. It is also possible to remove a member from a specific office within a committee or collaboration, such as expulsion from chairmanship. This applies to regular members and honorary members. People in positions appointed by the General Assembly (ALV), such as board members, council members or confidential contact persons (VCP), are not eligible for this sanction.

Suspension

In the event of repeated violation of the code of conduct, the board may impose a suspension of up to three months on a member. A suspension deprives the member from all its regular membership rights for a certain period, including participation in activities and voting rights. Membership remains active during the suspension. At the end of the suspension, the member's original rights are restored.

In the event that a person has two active official warnings, an eight-week suspension will be issued. Each subsequent official warning during the registration period will result in a new suspension, with the suspension period being extended by two additional weeks each time. The maximum suspension period is three months. Warnings remain in force after the suspension until their expiry date.

If a member wishes to cancel their membership during a suspension, the regular process as described in article 5 of the statutes will be followed.

Termination of membership

Termination of membership is considered the most severe sanction that can be imposed on a member by the board. Termination of membership is carried out in accordance with the rules described in article 5.5 and 5.6 of the statutes.

3. Secondary Sanctions

In addition to the primary sanctions, the board may decide to impose milder sanctions that are more appropriate to the specific offence or situation. These may include:

- Issuing an official warning to the member;
- Removing the member from an activity;
- Prohibiting the member from alcohol consumption during an activity.

4. Objection and Appeal

If a member disagrees with a sanction imposed by the board, the member may raise an objection with the board within one month of the sanction's formal announcement. The member must justify why the sanction is disproportionate. If the board considers the objection to be valid, the sanction may be reduced.

If the board upholds its decision, the member may appeal to the ALV and present their defence. This process shall proceed as described in article 7, paragraph 2, sub c of the statutes. The board will present a statement explaining its decision to the ALV. The ALV may decide to reduce the sanction if it is deemed disproportionate. The appeal can only apply to the sanction(s) imposed, not to the determination of the violation itself.