



## **CASA Code of Conduct 2022/2023**

This document is an outline of the code of conduct that members of CASA must adhere to in order to foster a safe environment. These guidelines apply to all members in the 2022/2023 academic year, and this document will be revised and reinstated as the next board sees fit in the 2023/2024 academic year.

The following was written by the 36th Board of CASA:

Alessandro Colombo - Chair

Ruby Shumaker - Secretary

Dita Arkliņa - Treasurer

Samuel León Hernández - Study Coordinator

Renzy Mauldin Young - Social Coordinator

Diego Bertaglia - Travel Coordinator

## **General**

1. CASA is not accountable for any loss or theft of possessions of the members.
2. CASA is not accountable for any injuries obtained during activities.
3. Members who participate in events or trips organized by CASA must conform to the following regulations and other possible rules given by the leaders.

## **Payment**

4. When a member has paid for an event, refunds will not be possible, except in the case of the cancellation of the event.
5. At events that require advanced registration, 24 hours after the registration, a member has the obligation to fulfill the due payment. Within 24 hours a member can cancel their registration, after which the obligation to fulfill payment will expire.

## **Trips**

6. Which is mentioned in clause 5 does not apply to trips of which a deposit is asked for. For these trips special rules apply:
  - 6.1 A member who has signed up for a trip has 24 hours after signing up to fulfill the deposit.
  - 6.2 The remaining costs are to be fulfilled 30 days before the start of the trip.
  - 6.3 Within 24 hours after signing up a member can cancel their registration after which the obligation to fulfill payment will expire.

## **Alcohol and Drugs**

7. Minors (<18 years) hereby declare that they are aware of the fact that alcohol usage is not allowed during events organized by CASA. They will be held personally responsible for the possible consequences. CASA is not accountable for consumption of alcohol by underage individuals.

8. Bringing alcohol to CASA events is forbidden, unless otherwise stated, and members who disobey this rule will be asked to leave the event.

9. Forced drinking will not be tolerated, and engaging in these practices will result in termination of membership.

10. The consumption and distribution of illegal substances at CASA events is not allowed. CASA is not responsible in such instances, and members will be held personally accountable.

### **Violence and Harassment**

11. Any form of violence, harassment, assault or bullying is forbidden, and violation of this rule will result in the involvement of the board. These include but are not limited to:

- Hitting
- Punching
- Biting
- Kicking
- Scratching
- Cutting
- Throwing objects
- Hazing
- Threats
- Insults
- Offensive comments/jokes

12. Non-consensual sexual advances are unequivocally prohibited, and any violation of this rule will result in immediate expulsion from events and termination of membership. These behaviors include but are not limited to:

- Catcalling or making explicit sexual comments
- Kissing

- Touching
- Hugging
- Groping
- Sexual intercourse
- Making or circulating pornographic, sexually suggestive or otherwise offensive material or pictures without consent
- Telling lewd jokes or sharing stories about sexual experiences – even if this is not directed at someone but done in their presence to cause them discomfort

13. In the case of the occurrence of the above, members may refer to clause 15 and clause 16 for the appropriate procedure.

### **Discrimination**

14. CASA will not tolerate discriminatory or exclusionary behavior on the basis of race, ethnicity, sex, gender, sexual orientation, religion, appearance or ability. In the case of the violation of this rule, members may refer to clause 15 and clause 16 for the appropriate procedure.

### **Violation of the Code of Conduct**

15. Members who feel unsafe or uncomfortable due to an occurrence at a CASA event may contact the internal trust person:

Internal Trust Person – Samuel León Hernández, [study@asvcasa.nl](mailto:study@asvcasa.nl)

16. In the event of a member feeling unsafe or uncomfortable due to the actions of a board member, the member may contact the external trust person:

External Trust Person - Annabelle Rondeau, — [ajr.rondeau@gmail.com](mailto:ajr.rondeau@gmail.com)

17. All matters disclosed to the aforementioned trust persons will be confidential. The trust persons will work with the victim to find an appropriate solution and support.

