

# CLARITY AND ACCOUNTABILITY PROTOCOL

## 2ND EDITION



# Cedo Nulli

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### MADE BY:

The 39th Board (2023-2024)

## PREFACE

Highly esteemed members of Cedo Nulli,

Welcome to the Clarity and Accountability Protocol (CAP) of the study association Cedo Nulli. In our continuous pursuit of safety and inclusivity, it has become imperative to establish a framework that not only delineates the expected behavioural norms within our association but also outlines the consequences of deviations from these norms. The inception of CAP is a testament to our commitment to fostering an environment of clarity, structure, and transparency, ensuring that every member, regardless of their role, understands the boundaries of acceptable conduct and the implications of any transgressions.

CAP serves as a comprehensive guideline that intricately details the procedures and actions to be taken in the event of rule violations during activities of Cedo Nulli, thereby ensuring that every situation is addressed with fairness and consistency. It is designed to serve the dual purpose of educating our members about their responsibilities and rights while also equipping the Board, Senate, and the association as a whole with a clear roadmap to navigate complex situations. By establishing specific guidelines and integrating the roles of the involved parties within the protocol, CAP reinforces the association's dedication to providing a safe, respectful, and confidential platform for all members.

This protocol is more than just a set of guidelines; it is a manifestation of our values and a reflection of our commitment to upholding the highest standards of conduct within Cedo Nulli. As we embark on this journey together, CAP will evolve and adapt, ensuring that it remains relevant and effective in promoting a positive and respectful community.

Yours truly,

The Board of Cedo Nulli

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## GRAPHIC OVERVIEW



## GRAPHIC OVERVIEW

### INFORMATION

The first step of the general protocol entails that general information of the behavioural guidelines within, including information regarding the nature, categories, and consequences of unwanted behaviours, should be made accessible and subject to discussion. Some CAP-guidelines - such as those for Underaged Drinking - require participants to sign a contract. This will also be stated in the respective articles of CAP.



### INITIAL WARNING

It is dependent on the nature of the rule violation if an initial warning is an appropriate first measure. Due to the nature of certain topics, this step is suggested to be left out. In that case, disciplinary action should be taken right away instead. In general, the initial warning should be given as a first measure (for minor inconveniences). The party should then be officially reminded and warned about the regulations regarding the rule violation.



### OFFICIAL DISCIPLINARY ACTION

During this step, guidelines are given for how certain situations should be handled and how a verdict on the consequences should be formed. Additionally, this step covers which parties should be involved in the decision-making process. For certain categories of transgressive behaviour, specific steps are given that should be undertaken. Furthermore, in deciding upon the consequences, the respective severity ranking of CAP should be considered carefully.



## GRAPHIC OVERVIEW

### VERDICT-CONFIRMATION EMAIL

After a decision has been formed, the rule violator will receive an email informing them on the consequences of their actions. The verdict confirmation email should be sent as soon as feasible. The starting date and time of the consequences will be equal to the moment at which the verdict confirmation email is sent to the perpetrator. If an official complaint was filed, the complainant should be informed of the steps taken.



### IN-PERSON CONVERSATION

The conversation serves the purpose of clarifying the reasonings behind the verdict and disciplinary actions taken. The verdict cannot be changed after it has been confirmed in the form of the email, unless it is overruled by the GA. For some categories of transgressive behaviour, this step is taken during the Disciplinary Action phase or as an consequence.



### COMPLAINTS, CONFIDANTS, AND CONSEQUENCES

The consequences of the rule violation depend on various factors: the nature of the rule violation, the involved parties, the consequences of the actions taken, etc. All involved parties should be informed that aftercare is available in the form of the Confidants. Furthermore, it is possible for the involved parties to file a complaint. Complaints should be handed in per e-mail (via [complaint@cedonulli.nl](mailto:complaint@cedonulli.nl)), by phone or in writing to be taken into consideration.



## ARTICLE 1. DEFINITION OF THE INVOLVED PARTIES

In this headline, a description is given of each party mentioned in CAP. This delineation ensures that all members, whether actively participating or overseeing, understand their position and the extent of their responsibilities, particularly in the context of behavioural norms and the consequences of rule violations.

### Article 1.1. Participant

A person who completes the Registration Procedure for an activity and/or takes part in this activity.

### Article 1.2. Member

A person who after filling out and signing the membership form becomes a part of Cedo Nulli.

### Article 1.3. Delegate

A National Model United Nations (NMUN) Delegate within Cedo Nulli represents a member who is assigned by the Board and participates in the NMUN project of the association.

### Article 1.4. Project Officer

The NMUN project has Officers who are assigned by the Board of Cedo Nulli. Their responsibilities will mostly regard the organisational aspect of their respective project.

### Article 1.5. Committee

A committee could be described as a workgroup - assigned by the Board of Cedo Nulli - with a specific target that is in line with the goals of Cedo Nulli. The responsibilities may range from organising events to offering advice on the policy of the Board. The roles within the committee vary among the different committees.

### Article 1.6. Diversity and Inclusion Commissioner

The Diversity and Inclusion (D&I) Commissioner is not an independent position, but an added role for a person chosen within the committee. The task as a D&I Commissioner is to make sure everyone feels included within the committee and during the events the committee organises. They make sure that all activities they organise are accessible and are responsible for the Buddy System during these events. They receive training for their role from the D&I Officer of the Board of Cedo Nulli.

### Article 1.7. Board

The daily Board of Cedo Nulli, charged with executing the prime goals of the association as defined in the Articles of the association and the execution of decisions made by the GA. Furthermore, they are responsible for coordinating the organisation of activities within the



association. Within the Board the following positions exist: President, Secretary, Treasurer, Internal Relations Officer, Marketing Officer, Education Officer, and Commercial Relations Officer.

#### **Article 1.8. Confidant**

To ensure a safe environment for all its members, every year Confidants are appointed within the Board and Senate. The Confidants of Cedo Nulli are required to be informed about the *Rules and Regulations for the Confidant of Cedo Nulli* and receive training for their role. A member within Cedo Nulli should be able to go to the Confidant with their problems, but also to just have a talk about whatever members may want.

#### **Article 1.9. Senate**

The Senate is a body consisting of former Board members who have made themselves useful to the association, so therefore they have a lot of knowledge and experience. The Senate has an advisory role to the Board. During the GA, the Senate is required to report about the work of the Board.

#### **Article 1.10. Financial Audit Committee**

The work of the Financial Audit Committee focuses on checking the financial administration of the association. Therefore, there is a consultation every month between the Audit Committee and the Treasurer of the Board. This check is a legal requirement. The committee supports the Treasurer and gives advice to prevent financial risks in order to guarantee the continuity of the association over the different years. During the GA, the Audit Committee will give an independent report on the work of the Treasurer.

#### **Article 1.11. General Assembly**

The General Assembly (GA) of Cedo Nulli. During the GA, the policy of Cedo Nulli is discussed and evaluated. Further definitions regarding the GA can be found in the Definitions and Bylaws of Cedo Nulli, which are retrievable from the Secretary of Cedo Nulli ([secretary@cedonulli.nl](mailto:secretary@cedonulli.nl)).

## ARTICLE 2. DEFINITION OF TRANSGRESSIVE BEHAVIOUR

You yourself determine which behaviour or action is transgressive or unwanted towards you. What is not acceptable to you may be acceptable to others. They may also be culturally or socially determined. Cedo Nulli reserves the right to make changes to all the mentioned terms, and to apply extra conditions to activities in which the mentioned terms do not suffice. Depending on the severity of the situation, the Board of Cedo Nulli will decide on the consequences. The Board always has the right to apply additional consequences than those mentioned in CAP.

### Article 2.1. Physical and Psychological Violence

Violence refers to any instance where a person harms, attacks, threatens, or stalks another person psychologically or physically. This includes verbal aggression (swearing, cursing), threats and physical violence. This action has occurred on a single occasion only and does not form part of a repeated pattern of behaviour. If there is a pattern in physical and psychological violence, it is considered bullying.

### Article 2.2. Intimidation & Bullying

Behaviour that has the purpose or effect of violating someone's personality, dignity or integrity is called (cyber) bullying. This includes the deliberate creation of a hostile environment. Bullying occurs in words and deeds and can be temporary or sustained. This refers to a repeated pattern of behaviour. Examples of bullying are systematic gossiping, social isolation, or spreading offensive content via the internet.

### Article 2.3. Discrimination, Racism, and Sexism

Discrimination means that someone is treated unfairly or unequally because of specific personal characteristics such as gender identity, skin colour, and age. This includes not only direct or indirect discrimination, but also any incitement to discriminate, incidences of intimidation, hate messages, and hate crimes.

Racism is where someone adopts a position of systematic hostility or contempt towards a certain individual or groups of people based upon their nationality, skin colour, where they come from, or their national or ethnic origins.

Sexism is a set of beliefs about the sexes and about the relationship between them. In these beliefs, there is an objective hierarchical relationship between the sexes and this relationship is also considered desirable. Sexism is an act based on an unjustified distinction between the sexes that adversely affects one or more members of either sex.

**Article 2.4. Physical and Psychological Sexual Transgressive Behaviour**

When verbal, non-verbal, or physical behaviour with a sexual connotation has the purpose or effect of violating someone's personality, dignity, or integrity, it is labelled as unwanted sexual behaviour. This includes the deliberate creation of a hostile, humiliating or threatening environment. It may involve unwanted touching, ambiguous or unambiguous remarks, intimidation, unwanted emails, leering, sexual assault, rape, or showing or taking pictures.

**Article 2.5. Underaged Drinking**

Underaged drinking occurs when someone under the legal drinking age consumes alcohol. To consume alcohol in the Netherlands, a person needs to be at least 18-years old. If an activity organised by or with Cedo Nulli takes place in a location where the legal drinking age is lower than in the Netherlands, the Dutch drinking regulations will be followed rather than the local ones.

**Article 2.6. Hard-drug & Soft-drug use**

The use of (illegal) drugs or the use of prescription or over-the-counter drugs for purposes other than those for which they are meant to be used, or in excessive amounts. Unlike alcohol, it is never allowed to bring and/or use any other drugs and/or illicit substances or objects to activities that are organised by Cedo Nulli.

**Article 2.7. Abuse of Power**

Abuse of power is where someone makes improper use of a position of dominance, influence, or authority towards another person. This can take the form of inappropriate behaviour such as bullying, (sexual) intimidation or verbal aggression. People who find themselves in a position of dependence risk becoming a victim of inappropriate behaviour. Often, it is also more difficult for them to set boundaries or indeed to raise the matter of inappropriate behaviour, since this could expose them to negative consequences affecting the rest of their (student) career, personal assessments, future promotion, (inter) personal relationships.

**Article 2.8. Misuse of Association Funding**

Misuse of Association Funding refers to an act of dishonestly or illegally using funding of the association directly or indirectly for personal enrichment, the enrichment of others, or other activities. An internal filter to prevent misuse of association funding exists in the form of a declaration limit of €50,-. Members can not declare purchases over the limit without the direct permission of the Treasurer of the Board.

## ARTICLE 3. GENERAL GUIDELINES

The General Guidelines may be the main reference for all forms of rule violations. Specific and additional consequences and deviations from the guidelines are given within the category specific articles.

### Article 3.1. Ranking of severity of a rule violation

- From most to least severe: Board > Senate / Financial Audit Committee > NMUN Officer > Committee / Delegate > Participant / Member
- It should be taken into account whether a position of power has been abused by the perpetrator. In the case that this is true, it should be considered to heighten the consequences described in the CAP-guidelines.

### Article 3.1 Inform the parties on the guidelines

- General information regarding the behavioural guidelines should include information regarding the nature, categories, and consequences of unwanted behaviours.
- Changes in the CAP-guideline steps and its consequences may be suggested by the GA and Board of Cedo Nulli. The Board reserves the right to make changes to all the mentioned terms and articles, and to apply extra conditions to activities in which the mentioned terms and agreements do not suffice.
- Members of Cedo Nulli are required to be informed about the *Clarity and Accountability Protocol* (CAP) and *Terms and Conditions* of Cedo Nulli.
- The Confidants of Cedo Nulli are required to be informed about the *Rules and Regulations for the Confidant of Cedo Nulli* and receive training for their role.

### Article 3.2. Initial warning

- In general, the initial warning should be given as a first measure (for minor inconveniences). The party should be officially reminded and warned about the regulations regarding the rule violation.
- In all cases, there should be careful consideration regarding keeping the identity of the injured party confidential, as fear towards the perpetrator might be a factor for the injured party to come forward or not.
- All parties are subject to the general principle of law which states that everyone is innocent until proven guilty. Accusations should be taken seriously while remaining as respectful as possible towards the accused and other concerned parties.
- The initial warning is an official warning. This means it should be confirmed/documented by mail as soon as feasible.

### Article 3.3. Official disciplinary action

- When the official warning is not respected, exclusion of the activity could take place. In more extreme cases, the Board can decide on suspension of the Cedo Nulli membership.

- Document potentially useful information such as location, chronological sequence of events, accomplices, bystanders, evidence, etc. This could be useful if any more disciplinary actions or legal action is taken. Keep the General Data Protection Regulation (GDPR) in mind.
- Consequences should be decided on by the Board - potentially in collaboration with the Senate - as soon as feasible. This should preferably take place during the next Board meeting after the incident.
- Advice and suggestions from the Senate of Cedo Nulli are required to be considered during the formation of the verdict when a Board member or a member of either the Senate or Financial Audit Committee is the perpetrator in question.
  - After the Board has considered the advice and suggestions of the Senate, the Board is required to have the final verdict checked by the Senate once more before confirming it.
  - Whenever it is the case that a Board member is a perpetrator, the other Board members should stick to the protocol as much as possible. Whenever they deviate from the protocol, they must provide a well-reasoned justification. The Senate will be following the process closely.
  - If the Senate does not agree with the collaboration and/or decision-making of the Board, they have the right to step towards the faculty, or to make it a topic at the General Assembly.
- The perpetrator should be excluded from participating in any manner from the formation of the verdict.
- In deciding upon the consequences, the respective severity of ranking of CAP should be considered carefully.
- As stated in *Article 160 of the Code of Criminal Procedure* in the Netherlands, everyone who has knowledge of crimes such as kidnapping, murder, rape, intentions of causing life-threatening danger is obliged to immediately report it to a law enforcement officer.

#### Article 3.4. Verdict-confirmation email

- After a decision has been formed, the rule violator will receive an email informing them on the consequences of their actions.
- The verdict-confirmation email should be sent as soon as feasible.
- The starting date and time of the consequences will be equal to the moment at which the verdict-confirmation email is sent to the perpetrator.
- If an official complaint was filed, the complainant should be informed of the steps taken, whilst safeguarding privacy regulations and decency and respect for all parties involved.
- In the mail, the option for an in-person conversation will be recommended to clarify the reasonings behind the verdict.
- The verdict cannot be changed after it has been confirmed in the form of the email, unless it is overruled by the GA.
  - In this case the verdict is overruled by the GA, an updated verdict-confirmation email should be sent as soon as feasible. The starting date and

time of the consequences will then be equal to the moment at which the updated verdict-confirmation email is sent to the perpetrator. The time passed between the original verdict and its overruling by the GA may be deducted from the original verdict.

### Article 3.7. In-person conversation with the rule violator

- The conversation serves the purpose of clarifying the reasonings behind the verdict and disciplinary actions taken.
- The verdict cannot be changed after it has been confirmed in the form of the email, unless it is overruled by the GA.

### Article 3.8. Complaints & Confidants

- Remind all involved parties that aftercare is available in the form of the Confidants. The 'Rules and Regulations for the Confidant of Cedo Nulli' should be taken into account.
- As Article 9.1. of the Terms and Conditions of Cedo Nulli states, Complaints should be handed in per e-mail, by phone or in writing to be taken into consideration. The complaint should encompass the reason for the complaint and a proposal to reach a solution. The Board or Senate of Cedo Nulli will declare the complaint grounded within fourteen workdays if there is a solid basis for the complaint. If the Board is unable to directly declare the complaint grounded, they will contact the person who filed the complaint to discuss the case.
  - If the complaint does not contain a proposal to reach a solution, the Board or Senate will have to reply by stating that there must be a proposal for a solution to be considered as an official complaint according to the Terms and Conditions of Cedo Nulli.

### Article 3.9. Consequences

- **Board:**
  - If a Board member is found to have violated this category of behavioural norms, it should be considered that suspension/removal of their position during their Board year is not desirable for the association. The potential increase in workload to the remaining members of the Board should be carefully considered.
    - **Note!** In the case of a suspension from attending activities, events, and meetings, it could be considered that only a part of the suspension takes place during the year and the remaining time after the Board year.
  - Depending on the severity of the rule violation, the rule violator may be deprived of their Erasmus School of Social and Behavioural Sciences (ESSB) Certificate of Recognition which is usually received for their respective role.
    - **Note!** Since the criteria for applying for the Certificate of Recognition. of the Erasmus University Rotterdam (EUR) are limited to the time the applicant spent on and the nature of the activity in question, Cedo

Nulli does not reserve the right to deprive the applicant of this certificate.

- If *Article 160 of the Code of Criminal Procedure* is applicable to the rule violation - such as in cases of rape, murder, or terrorism - the Board member should be expelled of their position within the association via a Special General Assembly. In this case, the rule violator should be deprived of their ESSB Certificate of Recognition which is usually received for their respective role.
- **Vice-President:**
  - The consequences of the rule violation may include immediate removal from their role and the appointment of a new Vice-President.
- **Confidant:**
  - Confidants should be trustworthy for those in need, and transgressive behaviour by any of them undermines the trust and support systems of the association. For this reason, the consequences of the rule violation may include immediate removal from their role and the possible appointment of a new Confidant. It may not be necessary to appoint a new Confidant if more than one trained Confidant is available after the dismissal of the perpetrator.
- **Senate / Financial Audit Committee:**
  - If a member of the Senate or Financial Audit Committee is found to have violated certain categories of behavioural norms, a review of their advisory/supervisory role should take place. This should be done by The Board in collaboration with the Senate. The consequences may include potential removal or a period of suspension from participation in the respective advisory/supervisory body.
- **D&I Commissioner:**
  - The D&I Commissioner plays a vital role in fostering a safe and inclusive environment within their respective committee and activities. A violation of this category of behaviour norms contradicts the values of the function. For this reason, the consequences of the rule violation may include removal from their position and appointing a new D&I Commissioner within the committee.
- **Project Officer / Delegate:**
  - If a Project Officer/delegate is found to have violated certain categories of behavioural norms, a review of their role within the association should take place. This should be done by The Board in collaboration with the Senate.
  - Depending on severity of action, removal from the project they are working on may be considered (ultimately): The first course of action is warning the perpetrator of their potential removal. After the second rule violation, the actual removal should take place in combination with suspension from activities, events, and meetings. The suspension depends on the nature of the rule violation.

- Depending on the severity of the rule violation, the rule violator may be deprived of their certificate which is usually received for their respective role.
- **Committee member:**
  - If a committee member is found to have violated certain categories of behavioural norms, a review of their role within the association should take place. This should be done by The Board in collaboration with the Senate.
  - Depending on severity of action, removal from the committee they are part of may be considered (ultimately): The first course of action is warning the perpetrator of their potential removal. After the second rule violation, the actual removal should take place in combination with suspension from activities, events, and meetings. The suspension depends on the nature of the rule violation.



## ARTICLE 4. PHYSICAL & PSYCHOLOGICAL VIOLENCE

### Article 4.1. Ranking of severity of a rule violation

- From most to least severe: Confidant > Board > Senate / Financial Audit Committee > NMUN Officer > Diversity and Inclusion Commissioner > Committee / Delegate > Participant / Member
- While a single instance of violence may not be part of a pattern of behaviour, it can still be severe and should be treated as such to prevent further harm and ensure accountability.
- The severity of the verdict may also depend on the severity of the damages/consequences of the action that was deemed to be a rule violation.

### Article 4.2. Initial warning

- If it comes to the attention of the Board that someone has displayed behaviour which can be interpreted as physical and/or psychological violence, action will be taken immediately.
- If it is the first time the respective person has taken action or made a comment in this sense, an official warning will be given (for minor inconveniences). This does not necessarily mean that no further disciplinary action will be taken.

### Article 4.3. In-person conversation with the rule violator

- In the case of physical and psychological violence, an in-person conversation with the rule violator is a recommendable option for a consequence, as it might clear up a lot of subjective understandings of the situation. There might be benefits in undertaking this in-person conversation as a disciplinary action before deciding upon consequences.

### Article 4.4. Official disciplinary action

- At the scene itself:
  - If applicable, remove the violator from the location and avoid causing a scene.
  - De-escalate the situation before any more disciplinary actions are taken.
  - Document potentially useful information such as location, chronological sequence of events, accomplices, bystanders, evidence, etc. This could be useful if any more disciplinary actions or legal action is taken. Keep the General Data Protection Regulation (GDPR) in mind.
- Afterwards:
  - The perpetrator will be reminded of the violations of the regulations regarding physical and psychological violence.
  - Provide care and refer both the victim and perpetrator to aftercare. It will be their personal preference if they would take the offer or not but notify them that this is an option.
  - It should be considered to inform the faculty on the verdict and disciplinary actions taken when a Board member or a member of either the Senate or Financial Audit Committee is the perpetrator in question.

#### Article 4.5. Additional Consequences

**General:** If this is a repeated offence, expelling the party from the association's activities should be considered.

- **Board:** A total of two months of suspension from activities, events, and meetings, other tasks may still need to be carried out.
- **Senate / Financial Audit Committee:** One-and-a-half months of suspension from activities, events, and meetings.
- **NMUN Officer:** Removal of the project they are working on in combination with a three-week suspension from activities, events, and meetings.
- **D&I Commissioner:** Immediate expulsion from their role and a three-week suspension from activities, events, and meetings.
- **Committee:** A three-week suspension from activities, events, and meetings, and the removal of the committee they are participating in.
- **Delegate:** A three-week suspension from activities, events, and meetings, and the removal of the project they are working on.
- **Participant / Member:** A two-week suspension from activities, events, and meetings.

## ARTICLE 5. INTIMIDATION & BULLYING

### Article 5.1. Ranking of severity of a rule violation

- From most to least severe: Confidant > Board > Senate / Financial Audit Committee > NMUN Officer > Diversity and Inclusion Commissioner > Committee / Delegate > Participant / Member
- Physical intimidation and bullying should be as severe as psychological, as they are often more psychologically harmful and often without physical harm done at all.

### Article 5.2. Initial warning

- If it comes to the attention of the Board that someone has displayed behaviour which can be interpreted as intimidation and bullying, action will be taken immediately.
- If it is the first time the respective person has taken action or made a comment in this sense, an official warning will be given (for minor inconveniences). This does not necessarily mean that no further disciplinary action will be taken.

### Article 5.3. In-person conversation with the rule violator

- In the case of intimidation and bullying, an in-person conversation with the rule violator is a recommendable option for a consequence, as it might clear up a lot of subjective understandings of the situation. There might be benefits in undertaking this in-person conversation as a disciplinary action before deciding upon consequences.

### Article 5.4. Official disciplinary action

- At the scene itself:
  - If applicable, remove the perpetrator from the location and avoid causing a scene.
  - De-escalate the situation before any more disciplinary actions are taken.
  - Document potentially useful information such as location, chronological sequence of events, accomplices, bystanders, evidence, etc. This could be useful if any more disciplinary actions or legal action is taken. Keep the General Data Protection Regulation (GDPR) in mind.
- Afterwards:
  - The perpetrator will be reminded of the violations of the regulations regarding intimidation and bullying.
  - Provide care and refer both the victim and perpetrator to aftercare such as the Confidants. It will be their personal preference if they would take the offer or not but notify them that this is an option.

- It should be considered to inform the faculty on the verdict and disciplinary actions taken when a Board member or a member of either the Senate or Financial Audit Committee is the perpetrator in question.

### Article 5.5. Additional Consequences

**General:** If this is a repeated offence, expelling the party from the association's activities should be considered.

- **Board:** A total of three months of suspension from attending activities, events, and meetings, other tasks may still need to be carried out.
- **Senate / Financial Audit Committee:** Expulsion from their role within their respective advisory/supervisory body and two months of suspension from attending activities, events, and meetings.
- **NMUN Officer:** Removal of the project they are working on in combination with a three-week suspension from activities, events, and meetings.
- **D&I Commissioner:** Immediate expulsion from their role and a three-week suspension from activities, events, and meetings.
- **Committee:** A three-week suspension from activities, events, and meetings, and the removal of the committee they are participating in.
- **Delegate:** A three-week suspension from activities, events, and meetings, and the removal of the project they are working on.
- **Participant / Member:** A two-week suspension from activities, events, and meetings.

## ARTICLE 6. DISCRIMINATION, RACISM, & SEXISM

### Article 6.1. Ranking of severity of a rule violation

- From most to least severe: Confidant > Board > Senate / Financial Audit Committee > NMUN Officer > Diversity and Inclusion Commissioner > Committee / Delegate > Participant / Member
- Discrimination, Racism, and Sexism should all be considered equally severe.

### Article 6.2. Initial warning

- If it comes to the attention of the Board that someone has displayed behaviour which can be interpreted as discrimination, racism, or sexism, action will be taken immediately.
- If it is the first time the respective person has taken action or made a comment in this sense, an official warning will be given (for minor inconveniences). This does not necessarily mean that no further disciplinary action will be taken.

### Article 6.3. In-person conversation with the rule violator

- In the case of discrimination, racism, or sexism, an in-person conversation with the rule violator is a recommendable option for a consequence, as it might clear up a lot of subjective understandings of the situation. There might be benefits in undertaking this in-person conversation as a disciplinary action before deciding upon consequences.

### Article 6.4. Official disciplinary action

- At the scene itself:
  - If applicable, remove the perpetrator from the location and avoid causing a scene.
  - De-escalate the situation before any more disciplinary actions are taken.
  - Document potentially useful information such as location, chronological sequence of events, accomplices, bystanders, evidence, etc. This could be useful if any more disciplinary actions or legal action is taken. Keep the General Data Protection Regulation (GDPR) in mind.
- Afterwards:
  - The perpetrator will be reminded of the violations of the regulations regarding discrimination, racism and sexism.
  - Provide care and refer both the victim and perpetrator to aftercare such as the Confidants. It will be their personal preference if they would take the offer or not but notify them that this is an option.
  - It should be considered to inform the faculty on the verdict and disciplinary actions taken when a Board member or a member of either the Senate or Financial Audit Committee is the perpetrator in question.

### Article 6.5. Additional Consequences

**General:** If this is a repeated offence, expelling the party from the association's activities should be considered.

- **Board:** A total of two months of suspension from attending activities, events, and meetings, other tasks may still need to be carried out.
- **Senate / Financial Audit Committee:** One-and-a-half months of suspension from attending activities, events, and meetings.
- **NMUN Officer:** Removal of the project they are working on in combination with a three-week suspension from activities, events, and meetings.
- **D&I Commissioner:** Immediate expulsion from their role and a three-week suspension from activities, events, and meetings.
- **Committee:** A three-week suspension from activities, events, and meetings, and the removal of the committee they are participating in.
- **Delegate:** A three-week suspension from activities, events, and meetings, and the removal of the project they are working on.
- **Participant / Member:** A two-week suspension from activities, events, and meetings.

## ARTICLE 7. PHYSICAL & PSYCHOLOGICAL SEXUAL TRANSGRESSIVE BEHAVIOUR

### Article 7.1. Ranking of severity of a rule violation

- From most to least severe: Confidant > Board > Senate / Financial Audit Committee > Project Officer > Diversity and Inclusion Commissioner > Committee / Delegate > Participant / Member
- Physical > Psychological

### Article 7.2. Initial warning

- If it comes to the attention of the Board that someone has displayed behaviour which can be interpreted as physical and/or psychological sexual transgressive behaviour, action will be taken immediately.
- If it is the first time the respective person has taken action or made a comment in this sense, an official warning will be given (for minor inconveniences). This does not necessarily mean that no further disciplinary action will be taken.

### Article 7.3. In-person conversation with the rule violator

- In the case of Physical and Psychological Sexual Transgressive Behaviour, an in-person conversation with the rule violator could be a desirable option, as it might clear up a lot of subjective understandings of the situation and clarify the emotional consequences. However, the potential emotional consequences of this conversation should be carefully considered and discussed with the victim first.

### Article 7.4. Official disciplinary action

- At the scene itself:
  - If applicable, remove the perpetrator from the location and avoid causing a scene.
  - De-escalate the situation before any more disciplinary actions are taken.
  - Document potentially useful information such as location, chronological sequence of events, accomplices, bystanders, evidence, etc. This could be useful if any more disciplinary actions or legal action is taken. Keep the General Data Protection Regulation (GDPR) in mind.
- Afterwards:
  - Provide care and refer both the victim and perpetrator to aftercare. It will be their personal preference if they would take the offer or not but notify them that this is an option.
  - It should be considered to inform the faculty on the verdict and disciplinary actions taken when a Board member or a member of either the Senate or Financial Audit Committee is the perpetrator in question.

- As stated in Article 160 of the Code of Criminal Procedure in the Netherlands, everyone who has knowledge of crimes such as kidnapping, murder, rape, intentions of causing life-threatening danger is obliged to immediately report it to a law enforcement officer.

## Article 7.5. Additional Consequences

### Physical

- **First Degree Sexual Assault:** The rule violation includes sexual penetration.
  - **Board:** A total of six months of suspension from attending activities, events, and meetings. The Board member should be expelled from their position within the association via a Special General Assembly. In this case, the rule violator should be deprived of their ESSB Certificate of Recognition which is usually received for their respective role.
    - **Note!** Since the criteria for applying for the Certificate of Recognition of the EUR are limited to the time the applicant spent on and the nature of the activity in question, Cedo Nulli does not reserve the right to deprive the applicant of this certificate.
  - **General:** Immediate expulsion of their role within the association, and permanent expulsion from all activities of the association.

- **Second Degree Sexual Assault:** The rule violation does not include sexual penetration.

**General:** If this is a repeated offence, expelling the party from the association's activities should be considered.

- **Board:** A total of three months of suspension from attending activities, events, and meetings, other tasks may still need to be carried out.
- **Senate / Financial Audit Committee:** Two months of suspension from attending activities, events, and meetings.
- **NMUN Officer:** Removal of the project they are working on, in combination with a one month suspension from activities, events, and meetings.
- **D&I Commissioner:** Immediate expulsion from their role and a one month suspension from activities, events, and meetings.
- **Committee:** A one month suspension from activities, events, and meetings, and the removal of the committee they are participating in.
- **Delegate:** A one month suspension from activities, events, and meetings, and the removal of the project they are working on.
- **Participant / Member:** A three-week suspension from activities, events, and meetings.

### Psychological

**General:** If this is a repeated offence, expelling the party from the association's activities should be considered.



- **Board:** A total of three months of suspension from attending activities, events, and meetings, other tasks may still need to be carried out.
- **Senate / Financial Audit Committee:** Two months of suspension from attending activities, events, and meetings.
- **NMUN Officer:** Removal of the project they are working on, in combination with a one month suspension from activities, events, and meetings.
- **D&I Commissioner:** Immediate expulsion from their role and a one month suspension from activities, events, and meetings.
- **Committee:** A one month suspension from activities, events, and meetings, and the removal of the committee they are participating in.
- **Delegate:** A one month suspension from activities, events, and meetings, and the removal of the project they are working on.
- **Participant / Member:** A three-week suspension from activities, events, and meetings.

## ARTICLE 8. UNDERAGED DRINKING

### Article 8.1. Ranking of severity of a rule violation

- From most to least severe: Board > Delegate > Committee / Participant / Member
- Single rule violation > multiple rule violations or drunk state
- Since this category of unwanted behaviour is unlikely to occur among parties outside of the above mentioned parties, the disciplinary actions and consequences which will be decided on may vary from the CAP-guidelines.

### Article 8.2 Inform the parties on the guidelines

- When somebody's age is doubted, verification can be asked for. It is not allowed to consume alcohol when you are younger than 18. When a certain location or venue does not tolerate the use of alcohol, it is not allowed.
- When the Board decides to prohibit the use of alcohol during a specific activity, every present participant has to respect this decision.
- If an activity organised by or with Cedo Nulli takes place in a location where the legal drinking age is lower than in the Netherlands, the Dutch drinking regulations will be followed rather than the local ones.

### Article 8.2. Contract

- Before a trip or activity organised by Cedo Nulli that includes the possibility of drinking alcohol, all participants under the Dutch legal drinking age must sign a contract or alcohol agreement.
- This alcohol agreement states i.e. that the participant agrees on the consequences in case the contract is breached; understands the consequences of drinking alcohol; and (Article 10.3. of the Terms and Conditions) declares responsibility of behaviour in any way if the participant decides to drink alcohol.

### Article 8.4. Initial warning and Official disciplinary action

- In general, the initial warning should be given as a first measure (for minor inconveniences). The party should be officially reminded and warned about the regulations regarding the rule violation.
- When underage students do consume alcohol, the alcohol will be confiscated, and an official warning will be given. In more extreme cases, the Board can decide to exclude students from the activity temporarily or permanently.

### Article 8.5. Additional Consequences

#### Within the Netherlands

**General:** The Board reserves the right to send the party home when deemed necessary, while the perpetuating party will be responsible for any potential financial complications.

- **Delegate:** A three-week suspension from activities, events, and meetings, and the removal of the project they are working on.
- **Committee:** A three-week suspension from activities, events, and meetings, and the removal of the committee they are participating in.
- **Participant / Member:** A three-week suspension from activities, events, and meetings.

#### Abroad (e.g. study trip)

**General:** In case of a rule violation after the initial warning, the party will be suspended for one month from activities, events, and meetings. They will also be excluded from the current activity and return to residence with a Board member or a person assigned by the Board. In the case that they may violate the rules again, an additional two months may be added to their suspension. The Board reserves the right to send the party home when deemed necessary, while the perpetuating party will be responsible for any potential financial complications.

## ARTICLE 9. HARD-DRUG & SOFT-DRUG USE

### Article 9.1. Ranking of severity of a rule violation

- From most to least severe: Board > Senate / Financial Audit Committee > NMUN Officer / Delegate > Committee > Participant / Member
- Hard-drugs > Soft-drugs

### Article 9.2 Inform the parties on the guidelines

- Unlike alcohol, it is never allowed for participants to bring and/or use drugs or any other illegal substances or objects to activities organised by or with Cedo Nulli. The Board reserves the right to remove Participants from activities who do not comply with this provision.

### Article 9.3. Contract

- In general, this is not applicable since it is stated in the Terms and Conditions of Cedo Nulli. However, in some instances - such as the annual Study Trip - a contract or agreement should be signed which i.e. mentions the norms and potential consequences of hard-drug and soft-drug use within Cedo Nulli.

### Article 9.4. Initial warning

- In general, the initial warning should be given as a first measure (for minor inconveniences). The party should be officially reminded and warned about the regulations regarding the rule violation. In more extreme cases, the Board can decide to exclude students from the activity
- There should not be an initial warning if a Board member is the rule violator.

### Article 9.5. Official disciplinary action

- At the scene itself:
  - If applicable, remove the perpetrator from the location and avoid causing a scene.
  - De-escalate the situation before any more disciplinary actions are taken.
  - The drugs and/or illicit substances or objects should be confiscated by the Board.
  - Document potentially useful information such as location, chronological sequence of events, accomplices, bystanders, evidence, etc. This could be useful if any more disciplinary actions or legal action is taken. Keep the General Data Protection Regulation (GDPR) in mind.
- Afterwards:
  - It should be considered to inform the faculty on the verdict and disciplinary actions taken when a Board member or a member of either the Senate or Financial Audit Committee is the perpetrator in question.

## Article 9.6. Additional Consequences

### Soft drugs

**General:** If this is a repeated offence, expelling the party from the association's activities should be considered.

- **Board:** A total of two months of suspension from attending activities, events, and meetings and committee meetings, other tasks still need to be carried out. In case an additional rule violation of this article takes place, an additional three months of suspension should be added to the verdict.
- **Senate / Financial Audit Committee:** A re-evaluation of their role within their respective advisory/supervisory body and two months of suspension from attending activities, events, and meetings. In case an additional rule violation of this article takes place, an additional two months of the suspension should be added to the verdict.
- **NMUN Officer / Delegate:** Removal of the project they are working on in combination with a one-month suspension from activities, events, and meetings. In case an additional rule violation of this article takes place, an additional two months of suspension should be added to the verdict.
- **Committee:** A one-month suspension from activities, events, and meetings and the removal of the committee they are participating in. In case an additional rule violation of this article takes place, an additional two months of suspension should be added to the verdict.
- **Participant / Member:** A one-month suspension from activities, events, and meetings. In case an additional rule violation of this article takes place, an additional two months of suspension should be added to the verdict.

### Hard drugs

**General:** If this is a repeated offence, expelling the party from the association's activities should be considered.

- **Board:** A total of four months of suspension from attending activities, events, and meetings, other tasks may still need to be carried out. In case an additional rule violation of this article takes place, an additional three weeks of suspension should be immediately implemented, the original verdict should be heightened to a year of suspension after the Board year, the rule violator may be deprived of their ESSB Certificate of Recognition which is usually received for their respective role, and the perpetrator will be recommended to not apply for a role in either the Senate or Financial Audit Committee.
- **Note!** Since the criteria for applying for the Certificate of Recognition of the EUR are limited to the time the applicant spent on and the nature of the activity in question, Cedo Nulli does not reserve the right to deprive the applicant of this certificate.

- **Senate / Financial Audit Committee:** Immediate expulsion of their role within their respective advisory/supervisory body, and an immediate three-month suspension from attending activities, events, and meetings. In case an additional rule violation of this article takes place, the suspension will be extended to the end of the academic year.
- **NMUN Officer / Delegate:** Removal of the project they are working on in combination with a two-month suspension from activities, events, and meetings. In case an additional rule violation of this article takes place, the suspension will be extended to the end of the academic year.
- **Committee:** A two-month suspension from activities, events, and meetings and the removal of the committee they are participating in. In case an additional rule violation of this article takes place, the suspension will be extended to the end of the academic year.
- **Participant / Member:** A two-month suspension from activities, events, and meetings. In case an additional rule violation of this article takes place, the suspension will be extended to the end of the academic year.

## ARTICLE 10. MISUSE OF ASSOCIATION FUNDING

### Article 10.1. Ranking of severity of rule violation

- Form most to least severe: Board
- The amount of money in question should be taken into account while forming the verdict.
- Since this category of unwanted behaviour is unlikely to occur among parties outside of the above mentioned parties, the disciplinary actions and consequences which will be decided on may vary from the CAP-guidelines.

### Article 10.2. Initial warning

- If the amount of money that was misused is under €50, there should be an initial warning as the first measure. The Board may still decide to not accept the declaration of the money.
- If the amount of money that was misused is above €50, the initial warning should be skipped due to the nature of the rule violations. Disciplinary action is suggested to be taken right away.

### Article 10.3. Additional Consequences

- **Board:** The Board member should be expelled from their position within the association via a Special General Assembly. In this case, the rule violator should be deprived of their ESSB Certificate of Recognition which is usually received for their respective role. Furthermore, the Board member in question will be suspended for one month from activities, events, and meetings.
  - **Note!** Since the criteria for applying for the Certificate of Recognition of the EUR are limited to the time the applicant spent on and the nature of the activity in question, Cedo Nulli does not reserve the right to deprive the applicant of this certificate.