



The European Law Students' Association
FINLAND

Finnish ELSA Network's Code of Conduct

The Finnish ELSA Network's Code of Conduct is an unofficial translation of the original Finnish document (Suomen ELSA-verkoston ohjesääntö häirintätilanteisiin). In case of any conflicts, the Finnish version takes precedence.

1. Aim

1.1. To ensure ELSA's ongoing work towards the vision of “*A just world in which there is respect for human dignity and cultural diversity*”, the aim of this Code of Conduct is to:

- a. ensure that the Finnish ELSA Network offers a safe space for all individuals involved in the Network to experience personal and professional growth;
- b. emphasise the importance of respectful behaviour and ELSA's values at all times;
- c. establish a common understanding of behaviour that violates this Code of Conduct and constitutes unacceptable behaviour;
- d. establish a common understanding of the responsibilities of ELSA Finland, its Local Groups, and participating individuals and groups in harassment situations;
- e. establish a procedure for handling reports of unacceptable behaviour;
- f. establish potential sanctions for violating the Code of Conduct.

2. Applicability

2.1. This Code of Conduct applies in all events and activities organised or coordinated by the Finnish ELSA Network. The Finnish ELSA Network includes ELSA Finland and its Local Groups, which are ELSA Helsinki, ELSA Joensuu, ELSA Rovaniemi and ELSA Turku.

2.2. This Code of Conduct binds all board members and officers of the Finnish ELSA Network as well as the alumni committee of ELSA Finland throughout their term.

2.3. This Code of Conduct binds all individuals that participate or organise events or activities.

2.4. The authority between ELSA Finland and its Local Groups in applying this Code of Conduct is determined based on who is responsible for organising the event, project, or any other activity. In case of overlaps or conflicts, ELSA Finland shall have the authority.

3. Obligations and Responsibilities

3.1. ELSA Finland shall:

- a. follow this Code of Conduct in all its activities;
- b. raise awareness of the Code of Conduct to all individuals and groups engaging in activities;



The European Law Students' Association

FINLAND

- c. choose two designated harassment contact persons from among the Board or the Directors for the entire term;
- d. ensure that two harassment contact persons are present throughout every event and project if the chosen harassment contact person does not participate in the event or project;
- e. monitor the compliance of the Code of Conduct in its own activities and in all Local Groups;
- f. handle the reports regarding any violations according to the Code of Conduct and take action if necessary;
- g. include the Code of Conduct in event and project registration forms and event descriptions;
- h. give training to the harassment contact persons within the Finnish ELSA Network;
- i. maintain the Code of Conduct as well as a separate guide for harassment contact persons.

3.2. The Local Groups of the Finnish ELSA Network shall:

- a. follow this Code of Conduct in all its activities;
- b. raise awareness of the Code of Conduct to all individuals and groups engaging in activities;
- c. choose two designated harassment contact persons from among the Board or the Directors for the entire term;
- d. ensure that two harassment contact persons are present throughout every event and project if the chosen harassment contact person does not participate in the event or project;
- e. monitor the compliance of the Code of Conduct in its own activities;
- f. handle the reports regarding any violations according to the Code of Conduct and take action if necessary;
- g. include the Code of Conduct in event and project registration forms and event descriptions.

3.3. Individuals and groups participating in events and projects shall:

- a. comply with the Code of Conduct;
- b. familiarise themselves with the Code of Conduct when registering for events and projects and understand the content of unacceptable behaviour as defined in this Code of Conduct;
- a. refrain from any behaviour that violates the Code of Conduct or is otherwise inappropriate;
- b. report any behaviour that they witness that does not comply with the Code of Conduct or is otherwise inappropriate.

4. Violations of the Code of Conduct

4.1. Bullying is unwanted behaviour aimed to humiliate or threaten an individual or group, undermine their position, or cause other mental, physical, and/or psychological harm. Bullying can involve a misuse or abuse of power or authority, which can make it difficult for the target or targets to defend themselves.



The European Law Students' Association

FINLAND

4.1.1. Types of bullying may include but are not limited to:

- a. Physical – using physical force or aggression towards an individual or group;
- b. Verbal – using words to attack an individual or group;
- c. Social – exclusion, spreading rumours or gossip, or deliberately ignoring someone;
- d. Cyberbullying – using online platforms to threaten, humiliate, intimidate, or exclude, or to damage the reputation of an individual or group;
- e. Work-related – isolating or undermining one's position by making their work deliberately difficult or unbearable.

4.2. Harassment is a form of discrimination intended or resulting in the humiliation or threat of an individual or group, affecting their value or position, or creating a hostile, degrading, or offensive environment based on the following characteristics:

- a. Gender, gender identity or gender expression;
- b. Sexual orientation;
- c. Age;
- d. Origin or race;
- e. Nationality;
- f. Family situation;
- a. Language;
- b. Religion;
- c. Beliefs;
- d. Opinions;
- e. Health;
- f. Disability;
- g. Other personal characteristics.

4.2.1. Harassment is not confined to any specific place or platform. It can consist of a single or repeated inappropriate behaviour. Types of harassment may include but are not limited to:

- a. Verbal harassment – jokes, comments, mockery, songs;
- b. Written harassment – messages, emails, comments;
- c. Physical harassment – pushing, shoving;
- d. Social media behaviour;
- e. Threatening behaviour – gestures, postures;
- f. Visual displays – posters, patches;
- g. Exclusion from social activities;
- h. Sexual harassment.

4.3. Sexual harassment is a form of harassment. Sexual harassment may include but is not limited to:

- a. Unwanted sexual advances;



The European Law Students' Association

FINLAND

- b. Requests for sexual favours;
- c. Unwanted efforts or pressure for a romantic or sexual relationship;
- d. Unwanted comments about an individual's body or sexual activities;
- e. Threats of sexual violence;
- f. Invasion of privacy or personal space;
- g. Unwanted physical proximity or touching;
- h. Unwanted jokes or teasing of a sexual nature or based upon gender, perceived gender, or stereotypes;
- i. Other verbal or physical harassment of sexual nature or any other similar activities.

4.4. Violence is any action that harms or injures an individual or group and involves intentional use of physical force or power or the threat of it. Violence may be physical, mental, or sexual.

4.5. The Finnish ELSA Network strictly operates under a clear consent culture. Everything that is not a yes is a no. Hence, no individual should initiate or engage in any romantic, intimate or sexual activity with another individual who:

- a. is under the legal age of consent;
- b. has not explicitly consented to engage in the activity;
- c. lacks the capacity to give consent (e.g. due to intoxication by drugs or alcohol, any physical or mental condition causing an inability to make informed decisions, or mental health conditions);
- d. lacks the freedom to give consent (e.g. due to consent being obtained through coercion, force or blackmail).

4.6. Other behaviours not explicitly mentioned in the Code of Conduct may still constitute a violation of the Code of Conduct. Such behaviour can be defined as a violation in line with this Code of Conduct if it aims to harm an individual physically, mentally, socially, or in a similar manner.

4.6.1. Such behaviour may result in sanctions if the sanctions align with the aim and applicability of the Code of Conduct. The harassment contact persons of ELSA Finland or the Local Groups or ELSA Finland's Board shall use their discretion in deciding possible sanctions.

5. Harassment contact persons

5.1. ELSA Finland and each Local Group shall appoint two harassment contact persons from the Board or Directors for the entire term. The harassment contact persons are selected by a decision of the Board, and their term matches the term of the Board.



The European Law Students' Association

FINLAND

5.2. Harassment contact persons shall:

- a. receive reports of violations of the Code of Conduct and take action if necessary based on the reports;
- b. collaborate with the Board regarding the implementation of the Code of Conduct;
- c. act as contact persons on matters related to the Code of Conduct.

5.3. A harassment contact person may be dismissed by a decision of the Board for the following reasons:

- a. The harassment contact person violates their responsibilities defined in the Code of Conduct or fails to recuse themselves in any conflict of interest;
- b. The harassment contact person acts contrary to the Code of Conduct;
- c. The harassment contact person fails to enjoy the Board's trust;
- d. The harassment contact person requests to resign from the position.

5.4. The Secretary General, or another Board member responsible for the Secretary General's duties, shall be responsible for overseeing the implementation of the Code of Conduct. If the Secretary General is not a harassment contact person, they shall ensure that the harassment contact persons perform their duties appropriately and in accordance with the Code of Conduct and provide guidance or advice related to the Code of Conduct if necessary. The Secretary General shall not participate in handling the reports unless specifically designated as a harassment contact person.

5.5. ELSA Finland shall organise a training for harassment contact persons on fulfilling their duties twice a year. The first training shall be organised in August or September and the second in January or February. ELSA Finland shall ensure that Local Groups are aware of the Code of Conduct and its scope.

6. Reporting

6.1. Any behaviour that is inappropriate or in violation of the Code of Conduct shall be reported to the harassment contact person of ELSA Finland or Local Group. Inappropriate behaviour can also be reported to any other trusted person in any official position within the Finnish ELSA Network, in which case that person shall forward the report to a harassment contact person.

6.2. Reports of inappropriate behaviour can be made to ELSA Finland's designated harassment contact persons via email at hairinta@fi.elsa.org or through [a Google form](#).

6.3. Reports of inappropriate behaviour can be made to ELSA Finland's designated harassment contact persons anonymously using the aforementioned form. If the report is anonymous, it cannot lead to sanctions in accordance with the Code of Conduct.



The European Law Students' Association

FINLAND

6.4. If necessary, reports of inappropriate behaviour can be made to ELSA International's Director for Welfare via email at welfare@elsa.org, in which case ELSA International's Code of Conduct is applied.

7. Reporting procedure

7.1. Once a report has been received, the party who received the report shall:

- a. contact the individual who experienced inappropriate behaviour as soon as possible to ensure their safety;
- b. forward the report to a harassment contact person if the report was received by someone other than the harassment contact person;
- c. if necessary and with the individual's discretion, assist in contacting authorities or other entities if the behaviour may constitute a crime.

7.2. The harassment contact person shall, within seven days from receiving the report, schedule an interview with the individual who made the report.

7.2.1. When the interview has been conducted, the harassment contact person shall schedule hearings for other involved parties within a reasonable time. If necessary, witnesses may be interviewed.

7.2.2. Interviews shall followed these practices:

- a. In interviews, it must be ensured that parties are not pressured and that the conversation is conducted in a good atmosphere;
- b. Parties must be given the opportunity to describe the situation at their own pace, and breaks must be taken if necessary;
- c. Interviews must be conducted in a private environment, with only the harassment contact person and the interviewed individual;
- d. If the interview is conducted remotely, internet and video connection must be ensured;
- e. The timing and details of the interview must be documented;
- f. Parties must be informed about how the matter will proceed;
- g. The wishes of the parties regarding the proceedings must be investigated and taken into account.

7.3. After hearing all parties, the harassment contact person shall analyse the facts and make a decision on the proceedings. If necessary, the decision shall be made with the board's involvement.



The European Law Students' Association

FINLAND

8. Measures and sanctions

8.1. Disciplinary measures and sanctions can be imposed on individuals or groups who violate this Code of Conduct. The measure or sanction shall be proportional and considered in relation to the nature and severity of the violation.

8.2. Possible measures and sanctions are decided by the harassment contact person, either alone or together with the event organiser or the Board of ELSA Finland or the Local Group.

8.3. The harassment contact person may independently decide on the following measures:

- a. Verbal warning;
- b. Written warning.

8.4. The harassment contact person and the event or project organiser may decide on the following measures together:

- a. Immediate expulsion from the event or project at the participant's own expense.

8.5. The harassment contact person shall inform the Board of a decision that is made in accordance with the sections 8.3. or 8.4. The information shall be given already before the decision is made, if possible. The information shall be given to the Board anonymously and the Board shall have the opportunity to comment on the decision.

8.6. Any measure that is more severe than warning or expulsion from the event shall be handled and decided by the harassment contact person and the Board together. The harassment contact person shall inform the Board about a matter in which, according to the harassment contact person's discretion, a more severe sanction may be imposed.

8.6.1. The harassment contact person and the Board may decide on the following measures together:

- a. Verbal warning;
- b. Written warning;
- c. Immediate expulsion from the event or project at the participant's own expense.
- d. Temporary (14 days – 6 months) ban on attending events or projects;
- e. Non-binding advice to the Board of a Local Group to expel a member;
- f. Non-binding advice to the Board of a Local Group or ELSA Finland to dismiss a member from their position as a Board member or a Director;
- g. Non-binding advice to the Board of ELSA Finland to expel an alumni member.



The European Law Students' Association

FINLAND

8.7. Mediation is possible in minor violations of the Code of Conduct, especially in conflict situations, and with the consent of the parties involved. If necessary, the harassment contact person shall:

- a. discuss the conflict and its resolution with both parties;
- b. promote settlement in conflict situations;
- c. if all parties agree, act as a mediator and promote reconciliation between the parties.

8.8. It is not the duty of the Board of ELSA Finland or Local Group to investigate potential crimes. If necessary and at the involved party's discretion, the matter may be referred to relevant authorities for investigation.

8.8.1. Any action that is subject to criminal suspicion may still be against the Code of Conduct. Sanctions may be imposed according to the Code of Conduct and despite the criminal suspicion.

9. Decision

9.1. The harassment contact person shall make a decision on the matter as soon as possible after receiving the report. If necessary, the Board or the event organiser shall be involved in decision-making. The decision shall be justified and given in writing. The wishes and safety of the parties involved shall be considered when making the decision.

9.2. The harassment contact person shall inform the parties of the decision as soon as possible after the interviews and making of the decision. The decision shall also be communicated to the Board and the person who made the report if the reporting person is not an involved party.

10. Conflict of interest

10.1. In case of any conflict of interest, the harassment contact person shall recuse themselves from handling the report on their own initiative. If the harassment contact person receives a report in which they have a conflict of interest, they shall promptly forward the report or advise the individual to send the report to a harassment contact person who does not have a conflict of interest or the Board.

10.2. If both designated harassment contact persons have conflict of interest in a matter, the report shall be handled by the Board.

10.3. If the report concerns the harassment contact person, the Board shall handle the report according to this Code of Conduct. In addition to any other sanctions, the Board may decide to dismiss the harassment contact person in accordance with Chapter 5 of this Code of Conduct.



The European Law Students' Association

FINLAND

10.4. If the report concerns a Board member, the Board and the harassment contact person shall handle the report according to this Code of Conduct.

11. Data protection

11.1. All received reports and related communications are kept strictly confidential. Confidentiality concerns the parties involved, the harassment contact persons, the Board, and any other person who receives information of the report, the procedure, or the decision. The harassment contact persons shall keep the received reports strictly confidential, except when the reports must be forwarded to the Board for the procedure and decision-making.

11.2. If the harassment contact person receives a report concerning a member of another organisation or association, they shall ask the reporting individual for their consent to notify the harassment contact person or the Board of the respective organisation or association. Upon receiving the reporting individual's consent, the harassment contact person shall forward the report to the appropriate party. Thus, the respective organisation or association gets the opportunity to implement its own procedures and disciplinary measures concerning one or more members of the organisation or association.

11.3. The harassment contact persons and the Board shall delete all personal data as soon as possible, but no later than two weeks after the data is no longer needed. If necessary, data or reports may be kept in an anonymised form.

12. Other situations

12.1. ELSA International's Code of Conduct is followed at ELSA International's events. ELSA International's Code of Conduct takes precedence over the Finnish ELSA Network's Code of Conduct if it is followed at an event. At international meetings or other events attended by a delegation of ELSA Finland, the Head of Delegation shall act as the delegation's harassment contact person. In this case, the Head of Delegation shall be subject to the same rules of this Code of Conduct as the harassment contact persons.

12.2. This Code of Conduct may be applied as appropriate in events organised by ELSA Finland with another party (e.g. another National Group). In such events, it shall be ensured that both organising parties appoint their own harassment contact persons or that the harassment contact persons of ELSA Finland act as the joint harassment contact persons of both organising parties.



The European Law Students' Association

FINLAND

12.2.1. The harassment contact person or the Board of ELSA Finland cannot make binding decisions for members of another National Group or organising party. However, the harassment contact person and the Board may issue a temporary ban on attending events or projects of ELSA Finland or Local Groups and forward reports to the appropriate party in accordance with Section 11.2.

12.3. This Code of Conduct may be applied as appropriate in events organised by a Local Group with another party (e.g. another Local Group outside ELSA Finland, student association or another association). In such events, it shall be ensured that both organising parties appoint their own harassment contact persons or that the harassment contact persons of ELSA Finland act as the joint harassment contact persons of both organising parties.

12.3.1. The harassment contact person or the Board of a Local Group cannot make binding decisions for members of another organising party. However, the harassment contact person and the Board may issue a temporary ban on attending events or projects of the Local Groups and forward reports to the appropriate party in accordance with Section 11.2.