

Helsingin Ekonomit Code of Conduct

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The activities of Helsingin Ekonomit are based on mutual respect, openness, equality, and responsible interaction.

Helsingin Ekonomit is committed to providing its members, elected representatives, volunteers, employees, and partners with a safe, equitable, inclusive, and inspiring environment. Helsingin Ekonomit does not tolerate harassment, discrimination, bullying, hate speech, sexual harassment, threats, or any other form of inappropriate or unacceptable behaviour.

- **Harassment:**
 - Conduct that violates the dignity or personal integrity of an individual or group of people by creating an intimidating, hostile, degrading, humiliating, or offensive environment.
- **Discrimination:**
 - Unequal treatment of individuals or placing them at a disadvantage without an acceptable or legitimate justification. Discrimination also includes creating an intimidating, hostile, degrading, or humiliating environment, as well as instructing or directing others to discriminate.
- **Inappropriate behaviour:**
 - Behaviour towards others that is contrary to common good behaviour.
 - **Examples of inappropriate behaviour include:**
 - offensive, degrading, or humiliating speech or behaviour
 - inappropriate criticism of or belittling of an individual
 - threatening or aggressive behaviour
 - repeated unwanted or disruptive contact
 - inappropriate communication via email, social media, or other digital channels, such as WhatsApp
 - deliberately excluding others
- **Sexual harassment:**
 - Unwelcome verbal, non-verbal, or physical conduct of a sexual nature that is contrary to the wishes of the person concerned and violates their mental or physical integrity, creating an intimidating or distressing environment.

This Code of Conduct establishes our shared principles for responsible and ethical behaviour. Their purpose is to ensure that everyone feels welcome, safe, and respected when participating in the activities and events of Helsingin Ekonomit. This Code of Conduct applies to all activities of Helsingin Ekonomit, including events, meetings, training sessions, communication channels, representing the association, and any other activities carried out in the association's name. By participating in the events or activities of Helsingin Ekonomit, everyone agrees to comply with this Code of Conduct. Elected representatives and employees are expected to set a particularly strong example through their behaviour.

1. Principles of Safer Space

Encounter

Approach others with an open mind, be well-intentioned, and show kindness and acceptance toward others and yourself. Treat every interaction as an opportunity to learn and grow. Promote an open and inclusive environment through your own actions.

Respect

Give everyone space to be themselves. Respect people's differences, personal space, privacy, and right to self-determination. Remember that you do not know everyone's attributes, experiences, or boundaries. Pay attention to your choice of words and value others' opinions. Do not mock, embarrass, or judge anyone through your words or behaviour. Recognise that humour, comments, and behaviour can be experienced differently, both in face-to-face and digital interactions.

Listen

Avoid making assumptions about others. Allow everyone to define their own experiences. Listen and aim to understand.

Intervene

If you witness harassment or other inappropriate behaviour, intervene in a manner appropriate to the situation.

If you yourself experience harassment or inappropriate behaviour, communicate clearly, whenever possible, that the behaviour is unwelcome and ask for it to stop.

If someone points out that your behaviour has been inappropriate, or if you realise that you have offended someone, listen to the feedback openly, seek to understand the impact of your actions, and be willing to apologise and adjust your behaviour.

If necessary, contact the event or association's designated harassment contact person. Document what has happened and retain any relevant material related to the situation for possible follow-up. If you suspect that the situation may constitute a criminal offence, contact the police.

We all share responsibility for our own behaviour. Together, we build an open, inspiring, encouraging, and inclusive atmosphere.

2. Breach of the Code of Conduct

If harassment, discrimination, bullying, or other inappropriate behaviour is identified, the matter must be addressed as early as possible. The primary aim is to resolve situations through discussion, guidance, and mediation with the support of the designated harassment contact person, whenever possible and appropriate given the nature of the matter. All parties will be treated equally, confidentially, and without prejudice throughout the handling of the matter. Before any decisions regarding possible consequences are made, all relevant parties will be given an opportunity to be heard to ensure a comprehensive and fair understanding of the situation.

If the matter is serious, recurring, or cannot be resolved through immediate measures, the designated harassment contact person will refer the matter, through the Chair of the Board of Helsingin Ekonomit, to the Board leadership or, if necessary, to the Board for consideration.

If the suspected violation concerns an elected representative or volunteer, the Board leadership may immediately suspend the person from all activities and from representing the association for the duration of the investigation.

The proceeding will consider

- the sequence of events and the overall circumstances
- the views of the parties involved
- the seriousness of the behaviour
- any recurrence or repeated nature of the conduct
- the impact on other individuals
- the impact on the association's activities
- the person's position within the association

If a suspected breach of the Code of Conduct concerns an elected representative or volunteer and the behaviour is found not to be harassment, or if the matter is determined to have resulted from a misunderstanding or a groundless report, the person may immediately return to their role.

Responsibilities in proceedings

- **Designated harassment contact person:** listens, provides guidance and support, facilitates discussions, and directs the matter forward when necessary.
- **Board leadership/Board:** considers the matter and decides on any potential consequences.
- **Parties involved:** are given an opportunity to be heard before decisions are made.

Possible consequences for breaches of the Code of Conduct

Decisions on consequences are made by the Board leadership of Helsingin Ekonomit. In serious or extensive cases, the matter will be addressed by the Board.

Possible measures include:

1. Corrective discussion or verbal notice
2. Written notice
3. Written warning
4. Temporary or permanent restriction from participating in Helsingin Ekonomit events or activities
5. Temporary or permanent suspension from a position of trust
6. Removal from a position of trust
7. Disciplinary measures affecting membership in accordance with the association's rules

In individual cases, any of the consequences mentioned before may be applied directly without prior notice or warning. Decision-making will consider the overall circumstances of the matter, the principle of proportionality, and the need to ensure a safe operating environment.

The case will be handled confidentially. Access to information will be limited to those whose involvement is necessary for investigating the matter or making decisions. Information concerning imposed consequences will be retained only for as long as required for their administration or by applicable legislation.

Mistakes are opportunities to learn

Helsingin Ekonomit recognises that people may sometimes act without due consideration or make mistakes without intending to offend others. A safe operating culture requires the ability to listen to feedback, take responsibility for one's own actions, and adjust one's behaviour accordingly.

The aim of these practices is not only to address inappropriate behaviour, but also to build a community where everyone can participate safely, equally, and with a sense of being valued.

3. Designated harassment contact person

The designated harassment contact person is a support person to whom individuals can turn to, if they feel they have experienced harassment in Helsingin Ekonomit activities or by a representative of Helsingin Ekonomit. The designated harassment contact person provides support and guidance in addressing harassment-related situations. The role of the designated harassment contact person is to listen, support, and advise, and, where necessary, assist in taking the matter forward. The designated harassment contact person is not a judge, authority, or decision-maker. They do not determine whether a situation constitutes harassment or bullying, nor do they impose any consequences.

The association's designated harassment contact person is the Executive Director. In addition, one or more event-specific harassment contact persons will be appointed for each event; these persons will generally be the individuals responsible for the event. For committee, working group, and board meetings, the harassment contact person is the chair of the meeting.

If a report concerns the designated harassment contact person themselves, or if a conflict of interest arises, the matter may be referred directly to the Chair of the Board or another separately appointed person in charge for handling. Where necessary, the harassment contact persons of Suomen Ekonomit may also be consulted.

The designated harassment contact persons are bound by confidentiality. Each case will be handled confidentially, and no external parties will be involved in handling the case without the consent of the person concerned, unless required by law or by the seriousness of the matter.

4. Communication, commitment, and review

- **Communication:** This Code of Conduct is publicly available on the Helsingin Ekonomit website.
- **Review:** The Board of Helsingin Ekonomit will evaluate and, where necessary, update this document. The document will be reviewed at least annually.
- **Orientation and commitment:** The Code of Conduct will be reviewed at the beginning of each operating year during the volunteers' kick-off event.

The definitions of harassment, discrimination, and sexual harassment used in this document are based on the concepts set out in the Non-Discrimination Act and the Act on Equality between Women and Men. The guidelines concerning inappropriate conduct are based on the principles of the Occupational Safety and Health Act and the guidance provided by occupational safety and health authorities. In addition, this document takes into account the Code of Conduct guidelines of Suomen Ekonomit.

In addition to this Code of Conduct, the activities of Helsingin Ekonomit follow the Code of Conduct guidelines of Suomen Ekonomit. If any differences in interpretation arise between these documents, they shall be interpreted as complementary to one another.
