



**Ympäristöteekkarikilta ry**

## **Plan on Fair Policy**

This plan has been accepted in a board meeting of Ympäristöteekkarikilta ry (YKI) on 23.3.2020. This plan explains the guidelines for all activities of YKI. Their purpose is to create a better environment for all guild members to act in. The plan is not meant to limit the activities of the guild, but instead to express the ways in which equality is considered at YKI. This plan is meant to govern all conduct over semesters.

This plan is to be followed in all activities of the guild and all activities related to the guild. The guidelines are also followed in the guild's communication channels, such as the Telegram-chat of the members.

### **1. General**

The guiding principle in the guild's activity is that everyone can feel a sense of ownership over the guild. This is best accomplished by every member being nice to one another and taking everyone into consideration. You don't have to be friends with everyone, but nevertheless must get along with everyone. The guild is something you can and should be proud of, while keeping in mind that no field of study or any other background makes a person better than the other. YKI makes participation possible in different levels of commitment, meaning that every member of YKI has equal possibilities to participate in all activities of the guild and to apply for positions in the board or in different committees. These opportunities are also provided to international students.

### **2. Equality and Accessibility**

In Finland equality is a principle guaranteed by the law. At YKI, it is a part of all activity. Equal policy aims to make activity more enjoyable, fun and inclusive for everyone. No person should be discriminated on the basis of their religion, gender, skin color or any other attribute. Everyone is considered as an individual and treated fairly and equally. If possible, the activities of the guild are organized in accessible spaces. The communication of YKI is accessible and multi-channeled so that information is conveyed despite one not using some certain channel.

### **3. Events**

The events of the guild are open for all its members. If the number of participants must be limited, it is done fairly based on a measure determined and communicated beforehand. Such a measure can, for example, be the order of enrollment. The members of the guild can be prioritized in the enrollment process, and the participation of supporting and honorary members can be limited.

The events organized by YKI are diverse and purposed to reach members of the guild extensively. YKI also organizes free events and keeps the prices of paid events reasonable for participants.



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Participation in an event never requires the use of alcohol and it is not pressured either. The choice on whether to use alcohol is personal for every member and should not be commented on. The food and drinks served for non-drinking participants are equal in terms of quantity and variety. Program numbers which are offensive, provocative, or humiliating are not acceptable in YKI's sitsit (academic table party).

If the schedule makes it possible, sauna events will always have sessions for women and men separately, in addition to the mixed sauna session. The sessions are respected, and the sauna space is not entered outside one's own session. The use or disuse of swimming suits should not be commented on. The common space at the sauna should not be entered without wearing clothes or a towel.

### **4. Communication and Transparency**

Events and other activities at YKI are communicated to members equally and in multiple channels. Efforts are made to make distance-participation possible in events regarding the management of the guild. The basis of all communication at YKI is bilingualism in Finnish and in English. An exception to this is matters which require Finnish skills, for example some job advertisements. In these types of situations, however, the context is also communicated in English.

The meetings and documents of the guild's board are public to the members excluding secret items, such as the selection of honorary awards. The minutes are available at the guild room and by request from the board. The most important items are communicated to the members in the Telegram communication channel and the website of the guild. The board of the guild receives feedback through the feedback box in the guild room and through the feedback form found on the guild's website. All feedback is addressed in the board meetings. All appropriate feedback is commented using Varpu Vastauspahvi (a feedback reply form). If possible, feedback will be reacted on.

### **5. Harassment and Bullying**

YKI tolerates no harassment, discrimination, bullying, racism or any other inappropriate behavior in any form. The right to a personal boundary should be respected. Everyone has the right to be who they are. Possible problems or disputes are dealt with straight away.

People experience harassment and bullying differently, and the same situation can be experienced in different ways. The essential aspect is to attend to the feelings of others and respect them. Experienced inappropriate behavior should not be questioned, for it is a subjective matter. Stereotypes are avoided in all activity. The use of racist, heteronormative, gendered or in any way discriminative language should be avoided.

### **6. Afterword**

The matters discussed in this document apply to every member of YKI, and everyone is responsible in making them happen. Ultimately the responsibility lies on the board of the guild, especially on the president. Attached in this document is a concrete set of instructions on how to act in situations of harassment. These instructions are intended for representatives of the guild or the board, or volunteers serving at a 'nakki'.



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### Attachment I: Directives in Situations of Harassment

#### Directives for members:

If you encounter or observe harassment, discrimination or other inappropriate behavior, do this:

- Intervene in the situation, if possible. Intervening can mean for example to change the topic of discussion or pointing out the inappropriate behavior. You can ask the person experiencing inappropriate behavior whether they would like others to intervene in the situation. Don't make the situation worse for example by laughing or questioning what has happened or how someone is experiencing the situation.
- If the situation requires it or is prolonged, inform the organizers of the event of the matter. In events of YKI, a suitable person is for example a member of the board. They are instructed on how the situation should be handled.
- If there is a will to further address the situation, it is done together with TREY's harassment contact person. This will ensure professional and confidential treatment of the matter. The board member or any other person informed of the event will address it confidentially.
- You can always be in confidential contact with the TREY harassment contact persons at [hairinta@trey.fi](mailto:hairinta@trey.fi), [hairintanainen@trey.fi](mailto:hairintanainen@trey.fi) and [hairintamies@trey.fi](mailto:hairintamies@trey.fi). ('hairintanainen' stands for 'harassment woman' and 'hairintamies' for 'harassment man') Nothing serious is necessarily needed to make contact, just a worrying thought is enough.
- A person behaving disturbingly can always be removed from an event. According to the rules of the guild, offensive or provocative behavior is a justification for a person to be prohibited to participate in YKI's events for a defined time period. Ultimately, a police report can also be made of the matter.

#### Directives for board members and event volunteers ('nakkilaiset'):

If harassment, discrimination or other inappropriate behavior is reported to you, do this:

- The help given in situations of harassment is comparable to first aid in its nature; intervening in someone's behaviour of removing a person from an event, for example. YKI has no adequate expertise in further treatment of the matter, so a harassment contact person from the student union will always take care of it.
- Approach the situation calmly and neutrally. Don't blame or provoke anyone or question how anyone is feeling.
- If you feel like you can't handle the situation by yourself, ask for help. If intervening the situation alone feels difficult, ask another board member or a volunteer ('nakkilainen') to do it with you.
- You can notify the person suspected of inappropriate behavior and let them know that such behavior is not tolerable.
- You can also come back to the matter later, if it isn't possible to settle the matter immediately.
- A person behaving disturbingly can always be removed from an event.
- If it is necessary, you can seek help from a security guard or the police.