



# **Åbo Akademi University**

## **Code of Conduct**

### **For a Safe Study and Work Environment**

**Approved by the Rector on 29.8.2016, in force on 1.9.2016.**

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## **1 The Code of Conduct for a Safe Study and Work Environment at Åbo Akademi University**

The Code of Conduct applies to all campuses and premises where Åbo Akademi University operates.

The Code of Conduct applies to the entire university community; students, staff and where applicable other persons visiting or working at the campuses. The *Instruction for Examination and Assessment* specifies regulations on research misconduct.

The purpose with the Code of Conduct is to ensure that everyone feels safe and comfortable in their study and work environment.

### **1.1 Statutes and General Policy Documents**

The Code of Conduct complements the laws, regulations and other general policy documents including the Åbo Akademi University statutes that regulate order.

Laws and Regulations:

- Universities Act (558/2009)
- Occupational Safety and Health Act (738/2002)
- The Employment Contracts Act (55/2001)
- Equality Act (609/1986)
- Non-discrimination Act (1325/2014)
- The Penal Code (39/1889)
- Damages Act (412/1974)

Åbo Akademi University's own documents regulating order:

- Åbo Akademi University Directives for Handling of Violations
- Crisis Plan
- Handbook on Security
- Equal Opportunities and Equal Treatment Plan
- Terms of the Åbo Akademi University Computer Resources
- Guidelines for Social Media
- Management of Inappropriate Treatment and Harassment
- Management of Substance Abuse at Åbo Akademi University
- Early Intervention at Åbo Akademi University - A handbook for managers and employees

## 2 A Safe University

The members of the university community have the right to a safe and equitable study and work environment, where everyone is treated equally. On the university premises one should behave in a manner that shows consideration for other people.

### 2.1 Conduct and Behaviour

It is not allowed to act disturbingly at Åbo Akademi University. Disturbing in this context refers to verbal and / or nonverbal activities unrelated to the situation in a loud and disturbing way.

Threatening and violent behaviour is prohibited. This refers to either verbal or physical threats and behaviour that disturbs public order. This also applies to threatening behaviour via electronic devices and via social media.

Inappropriate treatment, harassment and discrimination are prohibited. This is true both in physical situations and online in matters and discussions related to Åbo Akademi University.

The right to photograph and film on the university premises is partly restricted. To film or record and publish photographs and films of individuals without their consent is considered to be against good practice. Also to film or record lectures or teaching situations without the teacher's consent is considered to be against good practice. To publish recordings of lectures or teaching situations without the teacher's consent is considered to be an abuse of the teacher's intellectual property rights.

Without an acceptable reason it is forbidden on the university premises to be in possession of objects or substances that could be used to harm another person. Chemicals and other hazardous substances may only be handled in appropriate facilities by people with adequate training or under supervision of an adequately trained person.

#### 2.1.1 Handling of Conduct or Behaviour that is Contrary to the Code of Conduct

- If a student or an external person obstructs the teaching or exam session, the teacher's or exam supervisor's obligation is to remove the person from the room.
- If a student or an external person refuses to leave the teaching or exam session or if a person behaves in a threatening way or violently, or is in possession of objects or substances that could be used to harm another person, the facility officer (or a guard) is called to ensure that the person is removed from the room.
- If a staff member acts in a disturbing, threatening or violent manner the person's immediate supervisor should also be contacted.
- A student can always notify any staff member of problems on campus. The staff member receiving the notification has an obligation to report the matter to the proper officer at the university.
- If you as a student feel or notice any unfair treatment, harassment or discrimination, please let a staff member or the Student Union harassment representative know about it. The staff should primarily contact their immediate supervisor, the Human Resources Development Manager or the Occupational Safety Manager. You can also report it anonymously via the web.
- If the misbehaviour is serious or repeated, disciplinary actions will be taken.

## **2.2 The University as a Public Space**

As the university's doors are open, the university is a public space, where you can move and reside freely, as long as you do not disturb others. Some areas always require access with a key. These areas are not public spaces. Students and staff have the right to reside in the areas to which they personally have been granted keys with regard to the daily access period set by the university. With permission you may reside on the premises outside the set access period. It is forbidden to stay overnight on the university campus without permission.

It is not allowed to let in strangers or unauthorized persons in the locked areas of the university. Whoever let other people in is responsible for their behaviour.

The organizer is responsible for guests' behaviour at events held on the university's premises outside opening hours.

The university facilities and equipment are intended to be used primarily for studies and work and activities in close-connection with the university, such as university elections or activities arranged by the student union, student clubs or trade unions. Other use of university facilities or equipment requires a separate agreement with the university.

Common facilities and shared equipment should be reserved only for the time they are used, to ensure that they can be used by as many people as possible.

### ***Campus Surveillance and Facilities Reservation***

There is camera surveillance in common and public areas, among others at the front doors, in corridors, in parking garages and in electronic exam facilities. The aim with the camera surveillance is to protect property, prevent crimes and to help resolving crimes. Furthermore the camera surveillance should guarantee and improve student and staff safety.

During the university opening hours the facility officers monitor campus security. Outside opening hours a security company is in charge of the security. The guards have the right to check the identity of persons moving around on campus.

For university activities (lectures, meetings etc.) as well as for external activities (conferences, external events or events where the organizer collects an entrance or participation fee), a reservation in the university resource booking system is required.

### **2.2.1 Handling of Violations of the Code of Conduct relating to University Premises**

- The facility officer and the guard have the right to order people who behave disturbingly to leave the university campus and if necessary they will send for the police. They also have the right to remove persons that cannot provide valid access rights for the building.
- If the misbehaviour is serious or repeated, disciplinary actions will be taken.

## 2.3 The University Property

The university's property that is in common use must be treated carefully and cautiously. Anyone who intentionally or by negligence causes damage to university property is liable to compensate the damage. Everyone is also individually responsible for keeping the premises neat.

In the areas intended for teaching and research, such as laboratories, computer rooms and lecture halls, you should follow the user instructions for the specific facility and equipment. All users should be pre-acquainted with possible user rules for the facility and the equipment and follow them.

Equipment or chemicals must not be taken out of their rooms and laboratories without permission.

Damage to the student's property is not replaced by Åbo Akademi University.

### 2.3.1 Handling of Violations of the Code of Conduct relating to University Property

- If a person behaves carelessly or ignores the given user rules for the facility, he or she can be removed from the facility by the facility officer or another staff member
- If a student notices that someone causes damage to university property, he or she should immediately report it to the facility officer or any other staff member
- If a staff member notices that someone causes damage to university property, he or she should immediately contact the facility officer
- If the misbehaviour is serious or repeated, disciplinary actions will be taken.

## 2.4 Use of intoxicants

It is forbidden to take part in teaching sessions or to work if you are under the influence of intoxicants. It is also prohibited to possess drugs on the university campus.

Smoking is not allowed indoors and in the immediate vicinity of the university entrances, open windows and air intakes.

### 2.4.1 Handling of Violations of the Code of Conduct relating to Intoxicants

- If a student is suspected of being under the influence of alcohol or drugs, the *teacher* can refuse the student to participate in the teaching.
- If a student is suspected of being under the influence of alcohol or drugs on the university premises, the facility officer or another staff member can remove the student.
- The university has the right to require a drug test when a student is suspected of being under the influence of alcohol or drugs.
- If a staff member is suspected of being under the influence of alcohol or drugs, the person's immediate supervisor is contacted. The supervisor sends the person to the health services or directly home.
- The facility officer has the right to remove people who smoke in prohibited places.
- If the misbehaviour is serious or repeated, disciplinary actions will be taken.

### 3 Violations and Consequences for Students and Staff

Disruptive behaviour, threatening and violent behaviour, inappropriate behaviour, harassment and discrimination, misuse of media materials, misuse of university facilities and property, prohibited use of dangerous objects and substances and prohibited use of intoxicants will have consequences.

#### *Students*

For students the consequences are a verbal warning, a removal from the teaching situation or the university premises, a written warning or a suspension for a fixed period, and a criminal offence report (for acts which, under the law are punishable).

- **Verbal Warning**

When the occurred offense is light

The verbal warning is given by the teacher, the facility officer or another staff member

- **Removal from the teaching situation or the university premises**

When the behaviour is disruptive or the situation threatening

The removal includes exclusion from an online course

The removal/exclusion is limited to three days

The removal order is given by the teacher, the exam supervisor or the facility officer

- **Disciplinary investigation**

When the behaviour is unusually disruptive or the situation threatening

Anyone involved in a situation or that has witnessed a situation can report it for investigation.

When a case is passed on for disciplinary investigation the Åbo Akademi University directive for the handling of violations is followed

#### *Staff*

The labour legislation is applied for the staff members. Consequences that can be considered are a verbal warning, a written warning, dismissal or termination of employment, and a criminal offence report (for acts which, under the law are punishable). Primarily the initial conversation is held between the employee and his/hers immediate supervisor. Conversations of this nature should be documented and signed by both parts.

#### *Support*

A person who has caused problems for him/herself or for the rest of the university community should when necessary be offered support. The person should get information on experts or facilities with special expertise in the specific area.