

# Code of Conduct S.A. Astatine

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## Preface

This document is intended for all members of S.A. Astatine. It outlines how violations of the code of conduct are addressed within the association. As a part of the University of Twente (UT), S.A. Astatine follows the university's code of conduct. This university-wide code sets the norms and values for students, staff, and affiliated organisations.

Study Association Astatine wants to provide a socially safe environment for everyone. Respect, integrity, honesty and consideration for others are all part of the norms of behaviour that are expected in this kind of environment. The association's members, visitors and students are each required to contribute actively towards a socially safe environment. That applies to their own behaviour, and furthermore, everyone is expected to be vigilant against any form of unacceptable behaviour they spot. In this code of conduct, unacceptable behaviour means intimidation, sexual harassment, aggression, violence, bullying and discrimination.

## Article 1: General definition of terms

- **Astatine Members Room:** a designated room where members can relax or spend their breaks.
- **Astatine Member:** any person officially registered as a primary, honorary, staff, extraordinary, donor, alumni or member of merit of S.A. Astatine.
- **Astatine Board Member:** a currently serving member of the board of S.A. Astatine.
- **Confidential Contact Person (CCP):** a trusted individual who supports members experiencing personal or interpersonal problems. They provide guidance, may help find solutions, or refer members to professional support.
- **Confidential advisor:** a person, employed by the university of Twente, who you can talk to. A confidential adviser is there for support whenever you have to deal with unacceptable behaviour, like intimidation, (sexual) harassment, aggression, violence, discrimination, bullying, stalking, or when faced with a conflict in your work situation connected to such behaviour.
- **Student Counsellor:** a study advisor or student psychologist who is part of the student support chain and can help you with queries or issues regarding legislation relevant to completing your studies at the University of Twente (UT).
- **The Accused:** the person who is the subject of a complaint or report.
- **Witness:** someone who was present during a reported incident but was not involved in the conflict.
- **Complaint:** a grievance lodged in writing about the conduct of a member, visitor or student.
- **Visitor:** any individual present at Astatine events or locations who is not a member of the association.
- **Report:** oral or written notification of alleged unacceptable behaviour.

- **Student:** someone who is a student, a prospective student, a course participant, a former student, an external student or a prospective external student of the studies Advanced Technology, Nanotechnology or Robotics at the University of Twente.
- **ERO:** Emergency Response Officer, the person available during events or activities who is trained to respond in case of risks or hazards.

## Article 1a: Terms of unacceptable behaviour

- **Unacceptable behaviour:** direct or indirect behaviour by which the personal integrity of another person is affected verbally, non-verbally or otherwise physically, online, by phone or by text, online text, speech, image or video message. Other forms of unacceptable behaviour include intimidation, sexual harassment, aggression, violence, bullying and discrimination.
- **Sexual harassment:** any undesirable sexual advances in the form of requests for sexual favours or other verbal, non-verbal or physical behaviour with sexual connotations that is aimed at, or results in, the person's dignity being affected, particularly when a threatening, hostile, offensive, humiliating or hurtful situation is created. Verbal and non-verbal sexual harassment constitutes for example sexual innuendo in remarks, messages, images or gestures, the unsolicited sending or intentional viewing of pornographic images or texts in plain view of others (e.g. on the internet, see also <https://www.utwente.nl/en/cyber-safety/cybersafety/legislation/staff-code-of-conduct-for-IT-and-internet-use.pdf>), but also staring or asking intimate questions. Physical sexual harassment ranges from grabbing someone and obstructing someone's path, to sexual assault and rape.
- **Intimidation:** behaviour aimed at or resulting in the victim's dignity being affected and that creates a threatening, hostile, insulting, humiliating or hurtful environment.
- **Aggression and violence:** aggression and violence generally occur in three forms. 1) Verbal aggression (name-calling, yelling or very heated arguments). 2) Physical aggression (kicking, shoving, hitting, spitting, biting, smashing). 3) Psychological aggression (verbal or written threats, intimidation, blackmail or humiliation). The definition of aggression and violence also includes misdemeanours and crimes as referred to in the Dutch Criminal Code (WvSR).
- **Bullying:** the repeated unacceptable behaviour by one or more people against one person or a group of persons, it can take all kinds of forms. These range from belittling remarks to open criticism and intimidation, from pranks to physical violence and from gossip to isolation and cyberbullying.
- **Discrimination:** any form of comment on, action against or decision about a person or, as the case may be, any form of distinction made based on religious or philosophical beliefs, family situation, political affinity, race, gender, sexual orientation, marital status, skin colour, origin, nationality, physical or mental defect, age or whatever grounds referred to in article 1 of the Dutch constitution, when there are no objective grounds for justifying such action.
- **Disrespect:** Violating personal or communal boundaries. This includes stealing or damaging personal or association property.

## **Article 1b: Adherence to rules and regulations**

Members are expected to comply with Dutch law and must report any criminal activity. In addition, members must respect the rules and regulations set forth by the University of Twente, as well as those applicable during special events (e.g., Kick-In).

## **Article 2: Applicability code of conduct**

This code of conduct applies to all Astatine members, Board members, and visitors to the study association Astatine in their behaviour towards:

- Astatine Members
- Astatine Board Members
- Students
- Visitors of S.A. Astatine

## **Article 3: Behaviour with Astatine property**

Members may use the association's resources under the following conditions:

- They report missing or broken items to the board.
- They record the use of items when applicable.
- They accept responsibility if items go missing under their watch.

## **Article 4: Procedures**

Unacceptable behaviour can occur, despite preventive policy. In a situation where a person feels uncomfortable due to someone else's actions, there is the opportunity to report this event. Individuals can turn to the CCP, or a study advisor for support and guidance, but official reports must be submitted through the designated reporting channels stated in Article 4a.

When someone is not directly subjected to unacceptable behaviour but does witness it, he/she can take responsibility by calling out that type of behaviour. The Code of Conduct expressly distinguishes between a report and a complaint. Someone who is faced with unacceptable behaviour therefore has two options to stop the unacceptable behaviour. It is also possible to take both courses of action. The key principle is that every report and complaint about unacceptable behaviour is handled carefully and in strictest confidence.

### **Article 4a: Report**

The aim of a report is to register the unacceptable behaviour, to prepare the file, to provide the option of obtaining advice on how to deal with the unacceptable behaviour and/or to end the un-

acceptable behaviour in consultation with the parties directly involved.

1. Anyone being faced with unacceptable behaviour towards themselves or someone else can report the unacceptable behaviour before deciding whether it is advisable to file a written complaint.
2. Astatine members, board members, students, and visitors to the study association Astatine can report to a Confidential advisor or a student counsellor <https://www.utwente.nl/en/sgw/support-from-professionals/student-counsellor/>.

The confidential advisor advises and supports a person who is faced with unacceptable behaviour. The confidential advisor has an independent position and enjoys protection on the part of the employer.

The student counsellor advises and supports individual students who are faced with unacceptable behaviour. The student counsellor has an independent position. The student counsellor's and the confidential advisor's duties include the following:

- providing information about unacceptable behaviour;
- ensuring adequate assistance for those filing a complaint about unacceptable behaviour;
- ensuring information is treated confidentially;
- looking for an informal solution;
- assisting the complainant in lodging a formal complaint and where necessary in the formal handling.

3. Company medical officers, HR managers, student psychologists, study advisors, association board members, managers and any other staff who receive a report of unacceptable behaviour will refer the reporting person to the confidential advisor or the student counsellor.
4. Anyone being faced with unacceptable behaviour towards themselves or someone else can report to security. ([utwente.nl/en/cfm/discover/security](https://www.utwente.nl/en/cfm/discover/security))
5. Reports are registered anonymously.

## **Article 4b: Complaint**

1. Students must lodge their complaint about a staff member or visiting staff member in writing with the University of Twente Complaints Desk ([utwente.nl/en/education/student-services/contact/complaints-desk/](https://www.utwente.nl/en/education/student-services/contact/complaints-desk/)) The Complaints desk will forward the complaint to the Executive Board as soon as possible and within 6 weeks.
2. Visitors must lodge their written complaint about a staff member or visiting staff member, with the Executive Board (see <https://www.utwente.nl/en/service-portal/services/hr/resources/downloads-staffmanual-en/regulations/complaints-procedure.pdf>)
3. If the complainant and the accused are students, they may appeal to the student counsellor.

## Article 5: Sanctions

Unacceptable behaviour relating to intimidation, sexual harassment, aggression, violence, bullying and discrimination can result in sanctions. Possible sanctions can be found in:

- Article 42, paragraph 3 of the university's Executive and Management Regulations 2024 (<https://www.utwente.nl/download/corporate/bbr.pdf>).

## Article 6: Board procedure

Whether the reporter goes to the confidential advisor or the CCP, both cases ensure that the board is not actively involved.

In fact, ideally the board is not aware of the situation until the reporter wishes to involve them. It is important to note that in the case the reporter approached other institutions first, the board can only involve themselves after the reporter explicitly asked them to.

At that time, the board must not take on too much responsibility. It is important that the board does not address the situation with a too high pace and too big magnitude, as the board is not entirely neutral, whilst the CCP is a neutral person.

It is the board's responsibility to make the Code of Conduct, reporting procedures and duties of all relevant parties known and available to its members.