

## **ISHA Code of Conduct**

### **Art. 1 Mission statement:**

The mission of the International Students of History Association (ISHA) adheres to the following:

(1) The principal aims of the Association are the support of education, science and youth through a) promotion of international cooperation and understanding; b) encouraging the exchange of ideas across geographical and intellectual borders; c) to improve and complement the ways and means of historical education; d) charitable purposes according to the “Steuerbegünstigte Zwecke” der Abgabenordnung.

(2) These aims will be realized through its activities, which are: a) to uphold and expand an international network of students of history and other pertinent academic disciplines; b) to encourage the organisation of activities that promote the Association aims and to assist them throughout the whole organisational process; c) to issue an international, periodically appearing journal in which students can have their academic contributions published; d) to establish and maintain contact and cooperation with other (student) Associations and entities in order to strengthen international student representation and the achievement of common goals.

Based on art. 4 of the Standing Orders. For more information on ISHA and its internal structure, please see the Statutes and Standing Orders at <https://ishainternational.wordpress.com/documents/statues/>.

The ISHA Code of Conduct contains general rules meant for ISHA members during international events and all communication outside of events connected to ISHA. All participants, organisers and freelancers attending an ISHA International event are expected to act respectfully and take responsibility for their actions according to this code of conduct. Participants are also required to sign the declaration of responsibility, in which this code of conduct is referred to, before attending online and offline seminars.

**Art. 2 The ISHA Code of Conduct is here to:**

1. To create a safe and positive environment for all participants from every cultural background during ISHA international events and ISHA settings.
2. To reach the mission and goals of ISHA in the best conditions.
3. To be in accordance with the principles and values of ISHA.

In short, each person is required and expected to take responsibility for their actions and to act respectfully, with dignity and consideration for each other. In case of violation, action will be taken accordingly.

**Art. 3 RESEARCH ETHICS & INTEGRITY**

**ISHA expects all members and participants to respect each other and to adhere to these principles of integrity, diversity and inclusion. In order to reach our goal of organising academic events and facilitate the communication of research with our peers, including the Carnival journal publication, a set of guidelines on research ethics is implemented to ensure academic integrity and objective research.**

- 3.1. Members shall at all times maintain their professional integrity and shall not allow personal convictions or beliefs or pressure from any source including employers, funding bodies, and informants to lead to the concealment or manipulation of evidence.
- 3.2. Members shall be careful in any historical writing, teaching, public comment or testimony to indicate whether the statements made are an interpretation of facts or opinion or belief. Members shall avoid exaggerated or unwarranted statements.
- 3.3. Members shall not refuse any reasonable request to share their knowledge or expertise, and shall as far as possible make available the sources to which they have had access.
- 3.4. Members shall in published work or public statements make due acknowledgement of the work of others and of ideas and methods originating from others to avoid plagiarism. Members will refer correctly to their sources. Members shall not claim work as entirely their own, to which they contributed only a part.
- 3.5. Members should respect the rights of oral history participants by acknowledging their contributions, or not, according to their informants' wishes.
- 3.6. Members shall respect the integrity of research materials and shall not damage or misappropriate materials whether publicly or privately owned.
- 3.7. No member shall make false claims in a motivational letter, biographical notice, or the like. Members shall not invoke their professional standing or membership of the Association in support of statements that contradict the mission and apolitical character of ISHA International.
- 3.8. Members shall apply strictly professional criteria to all matters of appointment, voting and the like without reference to culture, ethnicity, sex, gender, sexual orientation, class,

religion, family responsibilities, or beliefs.

3.9. Members shall not knowingly misrepresent the competence or integrity of another member of ISHA.

3.10. Members should at all times be courteous, respectful, and considerate to others, including in the form of verbal communication, email, and social media interaction (**see below**).

#### **Art. 4 GENERAL RULES AND BEHAVIOUR ON ISHA INTERNATIONAL EVENTS**

4.1. Pay attention to the guidance of the Organising Section and ISHA Officials when giving announcements

4.2. Be respectful and aware of the culture of the host country, as well as other cultures, and human rights in general.

- Every culture and each individual is different and unique hence, it is important to be open-minded and act in a way that is positive for everyone.

4.3. Be considerate towards the OC and other participants

- Be on time for any events being held.
- Do not cause disruptions at any time during the event.
- Do not act in any way that may cause damage to the venue and clean up after yourself (*when physically attending the event*).

4.4. Participate in the activities (General Assembly, workshops, training...) in an active and constructive way.

4.5. Do not act in any way that may harm the reputation of ISHA, the hosting ISHA sections, other organisations involved, or fellow students.

- Do not post any public videos, pictures or statements on social media that could damage the reputation of ISHA, any of its members or associated organisations. Additionally, if any of these are posted on social media, **consent** must be obtained from all parties concerned.

4.6. The following actions or behaviours are forbidden at all ISHA events and may result in removal from the event and alerting of the authorities:

- Violence or threat of violence, intimidation or harassment to any party;
- Discrimination towards any other person, sexual harassment, racial slurs or Sexual Orientation Gender Identity (SOGI) based discrimination.

#### **Art. 5 ADDITIONAL RULES WHEN ATTENDING ISHA INTERNATIONAL EVENTS**

#### 5.1. Take care of yourself and others

- This includes your physical and mental wellbeing, as well as your and other peoples' personal belongings.

#### 5.2. Smoking and drinking alcoholic beverages is forbidden within the General Assembly and academic program.

- There will be designated smoking areas for use in breaks.
- Consumption of alcohol in the evening programmes should be done so in moderation and not affect the involvement of the participant in the event.
- We rely on the participant's self-awareness and responsibility considering their alcohol intake when attending (online) events.

5.3. Every participant must respect and comply with all applicable National, Federal, State, and local laws, for example, laws on illegal substances, underage drinking, theft, damaging of property, ... Participants can refer to the program and information provided by the Organising Section and make themselves and their peers aware of the rules and laws in place. Any illegal activity can be reported to the proper authorities and subject to applicable jurisdictional actions.

### **Art. 6 SOCIAL MEDIA POLICY**

The ISHA social media and ISHA website will contain a link to this Code of Conduct. The International Board and the webmaster(s) of the ISHA social media platforms may exercise their discretion to block any member who breaches this Code of Conduct on the social media platforms of ISHA. The duration of the block is at the discretion of the International Board and the webmaster(s).

The webmaster will notify the International Board (IB) in case of a breach of the social media policy, and log the evidence and details of the agreed-upon decision of blocking this person. The IB will notify this person for the reason why they are blocked, with the inclusion of the above-mentioned paragraph on the social media policy.

### **Art. 7 RAISING CONCERNS**

The policy and structure for addressing violations of the Code of Conduct will be clearly and prominently displayed on the ISHA website.

a) Talk to *Designated Person* if appointed (while at the event)

b) Talk to the *Organising Section (OS)* (while at the event)

c) Contact the *ISHA Officials- contact person* [complaints@isha.international](mailto:complaints@isha.international). You can also file an official complaint at ISHA by mail to this email address.

e) Fill in the anonymous Google form on the website that remains always open for people

## **Art. 8 ANNUAL REPORT**

The Think Tank - together with the Secretary - is responsible for making an **annual report**.

- This will be anonymous, available for everyone, and make clear the fact that all complaints will be heard and followed-up.
- Info that will be included in this Report (for example): number of cases, matter, action taken.

## **Art. 9 VIOLATION OF THIS CODE OF CONDUCT**

Consequences of violating this code of conduct may include:

- An informal warning from the Organising Section or ISHA International (in case of a small violation of this Code of Conduct).
- An official warning from the Organising Section or ISHA International/General Assembly (GA).
- Removal from the event decided upon/by the Organising Section. Ban from participation in future ISHA events, voted on by the GA.