

# Code of Conduct Stichting KEI

## Stichting KEI

Stichting KEI is committed to promoting/providing equal opportunities for everyone, and taking responsibility to ensure a safe, inclusive and respectful environment in the planning and execution of its projects and activities. In addition, the Foundation is responsible for ensuring a safe, inclusive, and respectful environment in the planning and implementation of its projects and activities.

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## **1. Purpose of the Code of Conduct**

The purpose of Stichting KEI's activities is to provide information about the city of Groningen and its student life to prospective students. It is important that our target audience is exposed to as wide a range of organizations as possible. Furthermore, the foundation aims to contribute to fostering social connections among students.

This Code of Conduct is intended to ensure that the values of Stichting KEI are upheld; everyone should feel safe, engaged, and respected during their involvement with Stichting KEI. We make it clear that we have a zero-tolerance policy regarding any form of discrimination or inappropriate behavior. We show our commitment to eliminating discrimination and promoting diversity among our members and volunteers.

## **2. Persons to whom this Code of Conduct applies**

This Code of Conduct applies to any individual, organization, or group participating in an activity of Stichting KEI and covers conduct at:

- All meetings and events;
- All Stichting KEI-related online activities;
- All external representation of Stichting KEI (i.e., advisors to the Foundation acting in that capacity).

## **3. Discrimination, Harassment, and Violence**

Stichting KEI is an organization that respects and welcomes everyone, and does not tolerate any form of bullying, harassment, violence and disrespectful or discriminatory behavior. Our policy extends to, but is not limited by, discrimination on the basis of:

- A disability or impairment of any kind;
- Education and socioeconomic background;
- Ethics and values, political or religious beliefs;
- Sex, sexual orientation, gender identity, or gender expression;
- Physical appearance;
- Ethnicity or nationality;
- Role or experience within the organization.

## **4. Behavior**

All individuals participating in the activities of Stichting KEI must act in accordance with the foundation's values and work to foster an inclusive and accessible network. Individuals must be respectful and constructive in their communication and interactions with others. Stichting KEI does not tolerate any instances of verbal or physical misconduct. Violations of this code of conduct may be reported to the designated contact persons (as described in Section 5) and will be handled in accordance with the relevant procedure (as described in Section 6.1).

### **4.1. Alcohol**

Stichting KEI values the health and safety of everyone involved with the organization and to safeguard these during all its activities. Stichting KEI takes its responsibility seriously to create a safe and inclusive environment in all its activities. The serving of alcoholic beverages at events must always be done in a responsible way and in accordance with Dutch law. Everyone involved with Stichting KEI is expected to act responsibly and safely when it comes to alcohol consumption

Furthermore, alcohol consumption by minors is not tolerated at Stichting KEI. Alcohol may not be made available to minors, and its consumption by minors is not permitted. In the Netherlands, the legal drinking age is 18. If alcohol is served during an activity, non-alcoholic beverages will always be available and promoted. Bringing your own alcoholic beverages to an activity is not permitted, unless explicitly stated otherwise. In the event of violations or irresponsible behavior regarding alcohol, the Executive Board and/or the General Board may take action in accordance with the relevant procedure (as described in section 6.1.).

## **4.2. Other intoxicating or mind-altering substances**

Stichting KEI enforces a zero-tolerance policy regarding drugs in all its activities. This applies to the use, possession, and distribution of drugs, as well as to being under the influence of drugs during activities. This applies to all drugs prohibited under Dutch law, including both "soft drugs" and "hard drugs." Violation of this article will result in automatic exclusion for the remainder of the event and possible exclusion from one or more future activities (as described in section 6.1).

## **4.3. Dangerous objects**

It is prohibited to bring dangerous items to the activities. Dangerous items include, but are not limited to: fireworks, firearms, knives, other sharp objects, or imitations of any of these items. The General Board and Executive Board of Stichting KEI determine whether an object is dangerous. Violation of this section will result in automatic exclusion for the remainder of the event, and furthermore in possible exclusion from one or more future activities, as described in section 6.1.

## **5. Contact persons**

Stichting KEI has Assigned various contact persons for different purposes. These contact persons are responsible for ensuring that all parties involved are aware of their rights and obligations under this Code of Conduct.

### **5.1. Confidential contact persons**

The confidential advisors for Stichting KEI consist of one member of the Executive Board and one member of the General Board of Stichting KEI. The following confidential advisors have been appointed for Stichting KEI for the year 2026:

- **Daimy Hilhorst (She/Her)**  
Secretary & Internal of the Executive Board of 2026  
E-mail: [secretaris@keiweek.nl](mailto:secretaris@keiweek.nl)  
Tel.: +31 6 40 70 26 88
- **Niels van der Schaft (He/Him)**  
Member of the General Board of 2026  
E-mail: [niels@keiweek.nl](mailto:niels@keiweek.nl)  
Tel.: +31 6 23 03 17 15

If you witness or experience any form of bullying, humiliation, intimidation, or verbal or nonverbal discriminatory behavior, you are free to report this to a confidential contact person, provided you feel comfortable doing so. For violations of the Code of Conduct committed via online platforms and in cases where you do not wish to approach the contact persons in person, you have the option to submit an incident report via the online contact form. The submission will be received by the confidential contact persons.

Every submission is confidential, and you have the right to remain anonymous if you choose.

## **6. Complaints about Stichting KEI as an organization**

If you have a complaint about your treatment by Stichting KEI as an organization or by a member of the organization who interacted with you in their capacity as a representative of the foundation, you can report this to the Advisory Committee on Orientation Period and Incidents (ACII). Such reports can be submitted via the [ACII website](#).

## **7. Procedure**

Once an incident has been reported, the relevant confidential contact person will handle the matter in accordance with the procedure described in this section of the Code of Conduct.

### **7.1. Handling of reports**

If an incident that violates this Code of Conduct is observed or reported, the designated contacts are required to take the following actions, to the best of their ability, in the order listed below and depending on the severity of the situation:

- Remind participants of their obligation to act in accordance with the Code of Conduct;
- Conduct a one-on-one conversation with the offender to explain the Code of Conduct and request an apology and/or retraction of the action;
- Interrupt the activity or ask the offender to leave the activity;
- If necessary, the General Board may take disciplinary measures. These disciplinary measures may include, but are not limited to: exclusion from future events or meetings, temporary suspension from the organization, or full suspension from the organization.

In principle, the contact persons of Stichting KEI should not make independent decisions regarding the follow-up to a report. In the event of an incident, the contact persons will first consult with one another before a decision is made. All incidents requiring further organizational action must be handled by the General Board. In all cases of consultation, the confidentiality of the report and the anonymity of the reporter will be guaranteed at all times.

The contact persons shall refer incidents of such a serious nature to the General Board when, in their own judgment, they are unable to decide on the matter themselves. The General Board is also authorized to make decisions and impose disciplinary measures it deems appropriate. Upon receiving a report, each party has the right to be heard. Failure to cooperate in the handling of a report may also result in an organizational measure imposed by the General Board.

## **7.2. Referrals**

The contact persons at Stichting KEI can only provide limited assistance to those affected by incidents covered by this Code of Conduct. Where necessary, and with the reporter's explicit consent, the contact persons will refer the reporter to agencies that can further assist the reporter with the specific problem. The relevant agencies and the procedures that those involved can follow for each agency are described in Article 7 of this Code of Conduct.

## **8. Relevant authorities**

The contact persons at Stichting KEI can help you connect with the appropriate agencies that can assist you with your questions or concerns. No incident needs to have occurred for this.

During KEI-Week, Stichting KEI provides a separate, specially designated location called "Safe Space." The purpose of this facility is to offer participants an accessible and confidential opportunity to discuss situations, incidents, or experiences that occurred during KEI-Week with a designated and authorized official.

Conversations within the Safe Space are handled with care, respecting confidentiality and, where applicable, relevant laws and regulations.

The location of the Safe Space will be clearly indicated on-site and via designated communication channels during KEI-Week.