



**McMUN 2020**

# **Staff Code of Conduct**

Last update: September 2019



# Staff Code of Conduct



## 1. Defined Terms

- 1.1. **“Immediate Disciplinary Measures”** include, but are not limited to, a temporary suspension from the facilities on which McMUN events are held, a change in duties, or a suspension from the conference.
- 1.2. **“McMUN Code”** refers to the McMUN Code of Conduct, in accordance with IRSAM Regulation 8.8.
- 1.3. **“Staff Member”** refers to a representative of IRSAM, volunteers who applied and were specifically selected to serve a role in the organization, planning, and execution of McMUN, including, but not limited to:
  - 1.3.1. The McMUN Secretariat;
  - 1.3.2. McMUN Coordinators;
  - 1.3.3. Committee, Events, and Logistical Staffers.
- 1.4. **“Consent”** is an affirmative decision to engage in mutually agreed-upon sexual activity and is given by clear words and/or actions. It is an active process and it is the responsibility of anyone initiating an action to gain the consent of the other(s) involved before moving forward. [OSVRSE]
- 1.5. **“Sexual violence”** is an umbrella term that refers to a continuum of psychological or physical actions of a sexual nature that is threatened, attempted or committed towards a person without their consent. It may be directed towards a person’s sexual orientation, sexual or gender expression, or gender identity. It includes sexist, homophobic and/or transphobic jokes, coercion, stalking, voyeurism, cyberviolence, sexual harassment, interpersonal (or intimate partner) violence and sexual assault. [OSVRSE]

## 2. Preliminary Matters

- 2.1. The McMUN Code of Conduct (the “McMUN Code”) is enacted in accordance with IRSAM Regulation 8.8 and must be read in accordance with the IRSAM Code of Conduct (the “Code”). For further clarity, the defined terms in the Code remain the same in the McMUN Code.
- 2.2. In the event of a conflict between the McMUN Code and the Code, the latter prevails.
- 2.3. In addition to complying with the Code and the McMUN Code, Staff Members are expected to adhere to all policies as outlined by the Sheraton Hotel, the ICAO, or any other facility or venue under contract by McMUN.

## 3. Prior to McMUN

- 3.1. Staff Members must attend all training and information sessions deemed mandatory for their position.
- 3.2. Staff Members have an obligation to review all relevant correspondence and documents in a timely manner, both prior to and during McMUN. For the purposes of the McMUN Code, knowledge of the content of such correspondence and documents is imputed 48 hours after a McMUN Staff Member has received the relevant correspondence or document.
- 3.3. Staff Members must respond to email correspondence within 24 hours of receipt, or within 48 hours during the official McMUN exam period and during the summer and winter vacation periods.
- 3.4. A breach of subsections 3.1 to 3.3 may only be justified with proof of extenuating circumstances of a medical or academic nature, or with prior notice to the Staff Member’s immediate supervisor. Where appropriate, approval of extenuating circumstances is decided by the Secretary-General, the Chief of Staff, and the head of portfolio in question.

## 4. During McMUN

- 4.1. Staff Members have an obligation to comply with directions given by their direct supervisors, such as following an assigned schedule or shift, arriving on time, and completing their duties to the full extent. Any issues related to such directions must be notified to the direct supervisor in a timely fashion.
- 4.2. In the event that a Staff Member is reassigned to another task during the conference, they must comply with any additional directives provided by the direct supervisor.
- 4.3. All Staff Members are expected to be dressed in Western Business Attire (WBA) at the Sheraton and the ICAO, except Events Staffers.
- 4.4. All Staff Members who have conference badges must wear their conference badges for safety and identification purposes during committee session and while inside the Sheraton hotel and the ICAO.
- 4.5. A serious breach of subsections 1 and 2 may give rise to Immediate Disciplinary Measures.

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## **5. Alcohol, drugs, and prohibited objectives**

- 5.1. Staff Members found to be over-intoxicated, engaging in disruptive or violent action, or displaying negligent behaviour, as deemed by the facility staff, the Secretary-General or any other designated person, may be subject to Immediate Disciplinary Measures.
- 5.2. Staff Members found to be in possession or engaging in activity including the possession of restricted items, prohibited items, illicit or any other item obtained or perceived for the purpose of violence or ill-intent as defined by the discretion of the facility staff of ICAO, Sheraton hotel, the Secretary-General, or any designated person may be subject to Immediate Disciplinary Measures.
- 5.3. Staff Members found to be disruptive towards other hotel guests, staff members, or delegates may be subject to Immediate Disciplinary Measures at the discretion of the facility staff, the Secretary-General, or any designated person.

## **6. Harassment, discrimination, and Sexual Violence**

- 6.1. Harassment and discrimination based on gender, race, religion, age, disability, nationality, and sexual orientation are strictly prohibited and will not be tolerated at McMUN. Staffers are expected to treat all participating members and staff of the conference with respect.
- 6.2. Harassment includes, but is not limited to:
  - 6.2.1. Any unwanted sexual communication or attention that is offensive, intimidating, or humiliating. It can take of verbal, written, and/or visual form. It may include:
    - 6.2.1.1. Psychological violence
    - 6.2.1.2. Verbal abuse
    - 6.2.1.3. Manipulation
  - 6.2.2. Physical abuse
  - 6.2.3. Coercion
  - 6.2.4. Bullying, aggressive, or violent behaviour;
  - 6.2.5. Unwanted sexual statements and advances
  - 6.2.6. Unwelcome remarks based on gender, gender identity, or sexual orientation that are demeaning or derogatory
- 6.3. Discrimination includes, but is not limited to:
  - 6.3.1. Being dismissed, demoted, isolated, or denied an opportunity, right, benefit, or advantage on the basis of gender, race, religion, age, disability, nationality, and sexual orientation, thus excluding the individual of their equal right to exercise their own freedoms.
- 6.4. All those participating in McMUN are expected to engage with one another in a consensual and respectful manner. Sexual and physical violence are prohibited.

## **7. Immediate Disciplinary Measures**

- 7.1. Where provided, Immediate Disciplinary Measures may be taken adopted a Staff Member. A decision to impose Immediate Disciplinary Measures can only be made with the unanimous approval of the Secretary-General, the Chief of Staff and the head of the relevant McMUN portfolio.
- 7.2. The situation giving rise to Immediate Disciplinary Measures and the application of such measures must be noted in internal information management systems and may be considered in future hiring decisions.

## **8. Post-Conference**

- 8.1. Staff Members have an obligation to carry out all duties of their position:
  - 8.1.1. For Committee, Events, and Logistical Staff Members, until the end of the McMUN conference, or any other date as specified by their direct supervisor;
  - 8.1.2. For Coordinators, until a date specified by the Chief of Staff;
  - 8.1.3. For Secretariat Members, until their position has been filled, or until the Secretary-General closes all emails, whichever comes first.
- 8.2. All Secretariat Members and Coordinators must complete an exit report. Coordinators must submit one exit report for each position and it must be submitted to their direct supervisor by the end of February. Secretariat Members who are heads of a portfolio must submit an exit report to the Secretary-General by the end of February.

## **9. Confidentiality**

- 9.1. All personal information received in the context of McMUN may only be used for the purposes of the conference;
- 9.2. A breach of subsection 1 may result in a warning.

## **10. Disciplinary measures**

- 10.1. All McMUN Staff members are expected to fulfill their duties, responsibilities and tasks as determined by their supervisor, which include the Secretary-General, the Chief of Staff and the head of their McMUN portfolio, in a timely manner.
- 10.2. Failure to fulfill one's responsibilities may result in a warning, and/ or a strike.
- 10.3. Following three (3) strikes, Immediate Disciplinary Measures may be taken