

## **CODE OF CONDUCT AT NORDFYNS HØJSKOLE**

The Code of Conduct is developed in collaboration between the board, management, and staff at Nordfyns Højskole.

First and foremost, the purpose of the school is to be the foundation for a community driven by trust, equity, and mutual respect.

We value the opportunity of continuous human development and learning available to us throughout life. To further this, we focus on and insist that life together at Nordfyns Højskole is a constant interaction, alive with the opportunity for experiments, learning, and development, but also room for mistakes. The school hosts a very diverse community with many different perspectives and lived experiences present. We highly encourage everyone to participate actively by expressing their thoughts, opinions, doubts, and feelings both in and outside classes. With this kind of open environment, we need to include the possibility to make mistakes and learn from them. No one is infallible and we all need space and help to grow and learn from time to time. Living and being alive calls for us to marvel, be curious, wonder, insight, and disagree. No one has access to the complete and absolute truth, and it is a part of the learning process to both be able to reflect upon and be contradicted on one's beliefs and opinions. We strive towards an atmosphere of debate and conversation based on educating ourselves in the arguments and foundation for the opinions or behavior of the people we interact with. When we meet each other with curiosity and openness we truly have the opportunity for expanding our horizons. In every human interaction the presence of power structures, hierarchy, and social norms are inevitable. At Nordfyns Højskole we value equity in the meeting between people. We all have something within us to benefit and strengthen the community and our own growth, therefore we insist that all interaction between people must be at eye level with awareness of the present moment and the individuals interacting. When we don't have to worry about our own worth in the community, we can use the freedom and energy to be something for others. To meet people equitably, without prejudice, with tolerance and respect for all our individual differences.

### **The code of conduct is developed to further:**

- That Nordfyns Højskole is a safe and pleasant place to be.
- That everyday life and the community at the school is based on mutual respect.
- That students, course attendants, and employees all understand and accept that Nordfyns Højskole under no circumstance whatsoever tolerates or accepts racism, sexism, violent behavior, or other forms of physical or verbal harassment.
- That students, course attendants, and employees know how they can react and seek out help if they experience or witness racism, sexism, violent behavior, or other forms of physical or verbal harassment.
- That clear and defined procedures for actions and sanctions instated following situations where the code of conduct is violated.

## **GUIDELINES FOR STUDENTS AND STAFF**

### **1.1 Read other people's signals and body language and respect their boundaries**

It is our belief that a thriving, well-functioning community is nurtured on mutual respect. Read other people's signals and body language and respect their boundaries. Nordfyns Højskole does under no circumstances tolerate sexism, ableism, racism, or other forms of harassment and



bullying. Respect your fellow students, staff, or coworkers when they tell or show you, they are not comfortable with actions or comments from you or others around you.

Any intimate/sexual relation between members of staff and students are prohibited.

### **1.2 If you experience racism, sexual harassment, violent behavior, or other forms of harassment**

If you experience unwanted attention or behavior, including unwanted physical attention or any form of coercion or pressure, we urge you, if it is possible, to speak up and say no or get help to do so. Nordfyns Højskole takes instances of harassment or violence of any kind very seriously both regarding the individual student's safety at school, but also to the integrity and trust of the school community.

If you feel up to it, a conversation with the person, who is giving you unwanted attention or is behaving in a manner you do not approve of, can sometimes end the behavior or attention. Especially in situations where the person is unaware of/or has a different experience of the situation. You are under no obligation to initiate such a conversation and can choose to only speak to a trusted teacher like your family group teacher or the headmaster/deputy headmaster or ask them to initiate the conversation.

If the harassment or bullying continues after you have made it clear that the attention or behavior is unwanted or if it is not possible for you to speak up in the situation, we urge you to contact the school management (headmaster or deputy headmaster), your family group teacher, or another trusted member of the staff, who will make sure that the matter is taken care of. You can also choose to ask a friend to help you find a solution or to talk to one of the people mentioned above. If a member of staff experiences harassment, bullying or unwanted attention from another member of staff, a student, or a course attendant, it should be reported immediately to the management.

If a member of staff experiences harassment, bullying or unwanted attention from the headmaster, it should be reported immediately to the chairman of the board.

### **1.3 Witnessing harassment or violent behavior**

If you as a student or member of staff witness another student or colleague targeted with unwanted attention or behavior, including racism, ableism, homophobia, sexism unwanted physical attention or any form of coercion or pressure, we urge you to not avoid the situation but, if possible, speak up and confront the harasser. At the same time, you should try to be a supportive ally of the targeted person. You speaking up can be very important and essential in stopping the unwanted behavior as fast as possible.

One way of being an ally is to initiate a conversation with the (assumed) harasser with the purpose of clarifying the situation and/or putting an end to the unwanted behavior. A conversation like this should only be initiated if the targeted person approves. If you experience the unwanted behavior continue you can be an ally by bringing the matter to the headmaster or another member of staff. Before doing so it is very important that the targeted person approves you doing so.

### **1.4 School management**

As headmaster, deputy headmaster or chairman of the board you must act on all cases brought to you by students or staff regarding racism, sexual harassment, bullying, violence or violent behavior, no matter who the alleged harasser or bully is. All cases should prompt an investigation into clarifying the matter and/or stop the unwanted behavior.



## **2. Procedures (Processing cases of racism, sexual harassment, bullying, or violent behavior)**

If a student or member of staff experience or witness to racism, sexual harassment, bullying, or violent behavior at the school or by a person affiliated with the school they should report it to school management or the chairman of the board in accordance with the above described means of action.

Following any report of unwanted behavior, harassment etc., the headmaster and deputy headmaster will initiate a conversation with the person reporting the incident, the targeted person (if this is not the same person) and the supposed harasser (together or separately). The conversations will also include the individual student's family group teacher, mentor, or other trusted member of staff. The purpose of the conversations is to clarify the matter at hand. This should be done immediately and as soon as possible after the information is given to management. In some circumstances several conversations are needed. Based on the conversations a paper stating the different explanations of the parties will be developed.

## **3. Sanctions**

If the claim of harassment or violence is found justified the school management must consider the appropriate sanction options and choose a course of action for the harasser. Cases of serious offence of racism, sexual harassment, bullying or violent behavior will be sanctioned with permanent expulsion and police report, while other cases will be sanctioned with temporary expulsion or a warning.

### **The Code of Conduct is implemented in supplement to:**

- The school values that emphasize how the school is striving towards being a platform for committed communities between people, based on trust, where everyone is met without prejudice, in tolerance and respect of one another's differences and we see all as equal regardless of nationality, social background, race, gender, level of function, sexual orientation and everything else that they are.
- The guidelines for social interaction at Nordfyns Højskole.
- The student council, who continuously and in collaboration with the staff evaluate the wellbeing of the students including questions of party-culture, The learning environment, and the atmosphere at the school.
- A class on partying, flirting and consent for all students at the beginning of the semester.
- A weekly family group meeting evaluating, among other things, the wellbeing of the group, the community, and the roomie situation.
- **Meetings for pedagogical and all school staff**, debating and evaluating the students' learning and social energy to continuously meet individual or collective problems among the students.
- At least one individual midterm conversation between all students and their family group teacher evaluating the student's wellbeing and possible concerns.
- **One or more classes for all students**, each semester, thematizing topics such as equity, racism, sexism etc.
- An oral student evaluation at the end of the semester, that gives the students the option to evaluate their stay at the school both with the family group teacher and the teachers for the individual subjects.



- A written student evaluation at the end of the semester that gives the students the option to evaluate their stay at the school anonymously.
- The option for all staff to participate in courses or classes on student well-being, violence, abuse, or other relevant topics.
- Using healthy judgment and common sense as a student or member of staff at Nordfyns Højskole.

#### **4. Continuous monitoring and evaluation**

The collective initiatives for the life and community of Nordfyns Højskole are continuously revisited with the option for updates.