

## Code of Conduct

### Définitions

#### *1. Définitions*

“Act of Sexual Violence” means a sexual act or sexual acts targeting a person’s sexuality, gender identity or gender expression that is committed, threatened or attempted against a person without the person’s consent and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation. Acts of sexual violence can happen in person, by phone, or online;

“Discrimination” refers to any prejudice exhibited due to age, gender, race, religion, sexual orientation, political beliefs, citizenship, marital status, family status, disability or any additional ground protected by law;

“Workplace Harassment” refers to unwelcome conduct or comments, either directly against an individual in the workplace or made in a general manner that contributes to an environment that is hostile or lacking respect or dignity. Examples of workplace harassment include: insulting, intimidating, demeaning, annoying, embarrassing or otherwise offensive behaviour; inappropriate or unwelcome focus or comments on a person’s physical characteristics or appearance; bullying and cyberbullying; isolation and shunning, gossip, rumours, negative blogging, insults, name-calling; any other harassment that affects an individual’s dignity or psychological or physical integrity;

“Grossly Unprofessional Behaviour” refers to actions that jeopardize the health of the Organization due to the negligence of a person in an Official Role. This can include but is not limited to: theft or fraud, physical violence or bullying, damage to property, serious misuse of an organization’s name or property, misuse of confidential information, discrimination or harassment, offering or accepting bribes, a serious breach of health & safety regulations, a serious breach of confidence, causing loss, damage, or injury through serious negligence, serious incapability during an IRSAM Event due to alcohol or illegal drug use, and abuse of power for sexual favours;

“Associated Entity or Person” refers to persons, clubs, organizations, corporations, or any other form of social organization, with whom IRSAM has official interactions, including partnerships and corporations;

“Code” refers to the IRSAM Code of Conduct;

“IRSAM Board member” is a Director of IRSAM Inc. as defined in clause 24 of the IRSAM Inc. By-laws hereafter referred to as “Board” or “BoD”;

“Human Resource Officer” is the hired, external consultant with formal qualifications in human resources, hired by the Board by October 1st of the Board term;

“IRSAM Event” refers to any event, conference, meeting, or activity organized by IRSAM or its Portfolios;

“Member” refers to a Member within the definition set in official IRSAM rules;

“Official Role” refers to persons who have been elected, appointed, nominated, or selected to one of the following positions, and who have confirmed in writing their acceptance of such role:

- I. IRSAM Board members;
- II. Secretariat, Coordinators, Dais, and Staff of McMUN;
- III. Secretariat, Coordinators, Dais, and Staff of SSUNS;
- IV. Team Council Members and Delegates of the IRSAM Delegation; V. Executives of the External Portfolio;
- VI. Executives of the Internal Portfolio
- VII. Executives of the Finance Portfolio
- VIII. Executive Board members of the MIR;
- IX. Staff hired by the MIR;
- X. Executive Board of FLUX;
- XI. Staff hired by FLUX;
- XII. Executives and volunteers of Junior Peacemakers;
- XIII. Any other person hired to any position by an IRSAM Board member or by a person whose authority to hire is delegated by an IRSAM Board member;
- XIV. Any other person deemed to hold an Official Role by a 2/3 majority of the IRSAM Board;

“Participant” refers to a person who attends an IRSAM event, and can include a person who is not a Member;

“Conflict of Interest” means a situation where a person serving in an Official Role has a personal interest, whether direct or indirect, of which they are aware and which is sufficient to put into question the independence, impartiality and objectivity that they are obliged to exercise in the performance of their duties and responsibilities in their Official Role;

“Portfolio” refers to the activities and roles overseen by an IRSAM Board member;

“Consent” is a voluntary, willing, unimpaired and conscious choice and agreement to engage in a specific activity. There is no consent when a person expresses, by words or conduct, a lack of agreement to engage, or continue to engage, in sexual activity. A person who is asleep or unconscious is incapable of consenting to sexual activity. A person may be incapable of consenting to sexual activity when under the influence of alcohol and/or drugs. A person may be incapable of consenting to sexual activity when there is an imbalance of power and/or authority, or when one person is in a position of trust;

“Gendered Violence” is an act of physical, verbal, or emotional aggression which implicates, targets, or de-legitimizes an individual’s gender presentation or identity; or an act reinforcing gender inequalities resulting in physical, sexual, emotional, or economic harm. This includes misogynistic, queerphobic, and transphobic violence. Gendered violence is often implicit, and the gendered dynamics which enable it may not always be hypervisible;

Gendered violence can manifest as singular acts or as continued micro-instances of violence. These include, but are not limited to:

- a. Intentional misgendering;
- b. Intentional “outing”;
- c. Verbal abuse;
- d. Use of gendered slurs;
- e. Physical violence or intimidation

“Sexual Violence” is any non-consensual, unwanted actual, attempted, or threatened act or behaviour, that is carried out through sexual means or by targeting a person’s sexuality, gender identity, or gender expression. This act or behaviour may or may not involve physical contact. Sexualized violence includes all forms of sexual misconduct including but not limited to:

- a) Sexual Assault: Any form of sexual touching or the threat of sexual touching without the individual’s consent;
- b) Sexual Coercion: is the act of using subtle pressure, drugs, alcohol, influence, power, or force to have sexual contact with someone against their will. Sexual coercion includes ongoing attempts to have sexual contact of some kind with another person who has already expressed that they do not want to have sexual contact;
- c) Sexual Harassment: Unwelcome conduct of a sexual nature that detrimentally affects the working, learning, or living environment, or leads to adverse consequences for the one directly subjected to the harassment;
- d) Stalking: Engaging in conduct that causes an individual to fear for their physical or psychological safety, such as repeatedly following or communicating through any means with someone, engaging in threatening conduct, or keeping watch over the place where the individual happens to be;
- e) Indecent Exposure: Exposing one’s body to another individual for a sexual purpose or coercing another individual to remove their clothing in order to expose their body, without their consent;
- f) Voyeurism: Non-consensual viewing, photographing, or otherwise recording another individual in a location where there is an expectation of privacy and where the viewing, photographing or recording is done for a sexual purpose;
- g) Distribution of Sexually Explicit Photograph or Recording: The distribution of a sexually-explicit photograph or recording of an individual to one or more individuals other than the individual in the photograph or recording without the consent of the individual in the photograph or recording;
- h) Stealthing: nonconsensual condom removal during sexual intercourse;

“Interpersonal Conflict” refers to any emotional, personal, romantic, or professional conflicts between two or more people. These conflicts are not necessarily physical or violent and will be interpreted in this document to include any equity disclosures outside the scope of the SSMU Gendered and Sexual Violence Policy (GSVP);

### Generalities

## *2. Notices*

2.1 Any notice required to be communicated under this Code shall be communicated by one or several of the following methods, at the discretion of the relevant IRSAM Board member:

- a) email to the Participant's official IRSAM email address; or
- b) email to the Participant's personal or McGill email address; or
- c) registered mail to the Participant's address.

2.2 Any notice sent in accordance with this Code shall be deemed to be received by the Participant on the earlier of:

- a) the day it was sent by email; or
- b) the fourth day after mailing.

## *3. Jurisdiction*

3.1 For the purposes of the disciplinary review of a Participant's conduct, the Participant need only have been a Participant at the time of the alleged offence.

3.2 Jurisdiction under this Code extends to Participants who have counselled or knowingly aided another person or persons in the commission of an offence under this Code.

## *4. Civil Law and Authority*

4.1 Nothing in this Code shall prevent IRSAM from referring an individual matter to the normal civil authorities either before, during, or after an action is taken under the Code, should such referral be considered necessary.

## Offences

### *5. Obstruction*

5.1 No Participant shall, by action, threat, or otherwise, knowingly and materially obstruct the execution of any IRSAM activity, for example:

- a) Barring access to an IRSAM Event venue;
- b) Withholding any vital information or supplies from access by the relevant IRSAM Board member;

5.2 No Participant shall, by action, threat, or otherwise, knowingly obstruct the execution of the IRSAM Code of Conduct.

### *6. Grossly Unprofessional Behaviour*

6.1 No Participant shall demonstrate grossly unprofessional behaviour in fulfilling their Official Role, or while attending any IRSAM Event;

- a) This applies to communications on any social media platform, to the extent that such communications pertain to the Participant's Official Role;
- b) This applies to

engaging in any form of workplace harassment or participating in a negative executive culture.

### *7. Use of Illegal Substances*

7.1 No Participant shall possess and/or consume illegal substances at an IRSAM Event;

7.2 A Participant is subject to all federal, provincial, municipal, or any other laws or regulations relevant to the IRSAM Event;

7.3 A Participant holding an Official Role who breaches subclauses 7.1 or 7.2 may be subject to additional disciplinary measures, including, but not limited to, dismissal from their Official Role.

### *8. Theft, Damage and Destruction of Property*

8.1 No Participant shall knowingly take, destroy, or otherwise damage IRSAM property, nor shall any Participant knowingly take, destroy, or otherwise damage any property not their own at an IRSAM Event.

### *9. Physical Abuses, Harassment and Dangerous Activity*

9.1 No Participant shall, in the context of an IRSAM Event:

- a) Assault another person, threaten another person or persons with bodily harm, or damage to such person's property; or
- b) Knowingly create a condition that unnecessarily endangers, threatens, or undermines the health, safety, well-being, or dignity of another person or persons, threatens to cause humiliation or threatens the damage or destruction of property;
- c) Commit an Act of Sexual Violence; or
- d) Engage in any form of discrimination against another IRSAM member.

### *10. Discrimination*

10.1 Discrimination on the grounds of race, colour, religion, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation, or any other characteristics protected by law will not be tolerated and are grounds for action up to and including immediate dismissal.

### *11. Confidential Material*

11.1 It shall be an offence knowingly or negligently to procure, distribute, or misuse, by any means whatsoever, any confidential IRSAM information, property, or material.

### *12 Misrepresentation of Facts*

12.1 It shall be an offence for a Participant to knowingly misrepresent material facts to another Participant, including but not limited to:

- a) Falsely claim experience in an application for an Official Role; or
- b) Submit an intentionally misleading or inaccurate budget for an IRSAM Event.

### Complaint Procedures and Appeals

#### *13. IRSAM Complaint Procedure for Gender and Sexual Violence*

13.1 Participants who wish to disclose an act of gendered violence/discrimination or harassment within IRSAM will be directed to file a formal complaint through [the Gendered and Sexual Violence Policy](#), operated and managed by SSMU's Anti Violence Coordinators (AVCs).

13.2 If sanctions or accommodations are needed, the AVCs will report the minimum needed information and imposed sanctions to the VP Internal and President who will impose those sanctions or make accommodations, following the exact structure outlined by the AVCs.

13.3 This policy applies to all members of IRSAM. and relates to gendered and sexual violence and harassment perpetrated or experienced by a member of IRSAM occurring physically or electronically where such behaviour could have an impact on the membership, experience, participation in IRSAM activities and team morale.

13.4 Nothing in this policy precludes any member of IRSAM from exercising their rights under the Human Rights Act or the Criminal Code of Canada.

13.5 IRSAM recognizes that anyone can experience Sexual Violence and that Sexual Violence can profoundly affect the emotional, physical and mental wellbeing of members and participants. IRSAM will endeavour to incorporate in its approach to addressing Sexual Violence an intersectional and gender-inclusive understanding that each person's experience will be affected by many factors, including but not limited to their sex, gender identity, gender expression, sexual orientation, Indigenous, racial or ethnic background, religion, ability, age, socioeconomic status, or role at within IRSAM.

13.6 In a situation where misconduct is first reported to a fellow Board member or team member, such person will serve as a referral to Anti Violence Coordinators to be examined through the GSVP.

#### *14. IRSAM Complaint Procedure for Interpersonal Conflicts and Issues Outside the Scope of the GSVP*

14.1 A participant who believes that they have suffered or witnessed a behaviour or activity that contravenes the code of conduct, outside the scope of gender-based and/or sexual violence, may file a formal complaint to IRSAM's designated human resources officer to request an inquiry and handling as to whether a member has contravened the Code of Conduct in accordance with the following requirements:

- a. The HR officer will be available for informal discussions upon request about any topic that an individual is struggling with interpersonally and the HR officer shall provide the individual with additional information and resources to help them. All informal

discussions will be kept confidential between the individual and the HR officer.

- b. All formal complaints shall be typed or written to [hrofficer@irsam.ca](mailto:hrofficer@irsam.ca) and shall be dated and signed by an identifiable individual. Official complaints will follow the process outlined in clauses 14.2, 14.3, 14.4, 14.5, 14.6, 14.7
- c. The complaint must set out reasonable and probable grounds for the allegation that the member has contravened IRSAM code of conduct and when applicable can be accompanied by supporting evidence, names and contact information of witnesses

14.2 In the light of a formal complaint the human resource officer will conduct necessary interviews and investigations based on the information provided by the complainant, this may include:

- a. Conducting interviews with the complainant and respondent
- b. Conducting interviews with additional witnesses
- c. Conducting mediation between the complainant and respondent when consented to by both parties

14.3 The human resource officer will provide a summary of the complaint to the respondent and complainant

14.4 The human resource officer will draft a recommendation and resolution to the IRSAM Board, to be presented by the President and Vice-President, Internal Operations, when no conflict of interest occurs

14.5 The President and Vice-President, Internal Operations will notify Board members if, and only if, the information in the proceedings is pertinent to their portfolio or professional duties and implement the recommendation from the human resources officer

14.6 In the event that an HR officer is unavailable or the position has remained vacant, the Equity and Accessibility Coordinator will work with the President and Vice-President of Internal Operations to draft a recommendation after investigation and interviews to present to the relevant board of director portfolios heads.

14.7 In the event that the President, Vice-President, or Equity and Accessibility Coordinator have a known conflict of interest with the complainant and/or respondent, the latter will be informed and a Board of Directors member will be proposed as a replacement upon approval from both parties.

### *15. Appealing a Disciplinary Decision*

15.1 Either the complainant or the respondent may appeal the written decision, by making an appeal in writing through the GSVP. During the period under which an appeal is subject to review, the terms and conditions of the decision will remain in force.

15.2 If an appeal is submitted by one party, other parties to the case will be notified of such and will be invited to make a written submission for consideration when the appeal is under review.

15.3 An official decision by the AVCs through the GSVP appellate process shall be deemed the final stance of IRSAM and considered binding.

15.4 In the case where the Board of Directors implements a binding decision from the AVCs, retaliation of any sought towards the complaint, respondent and IRSAM as a whole is prohibited.

- 15.5 Appeals under the Interpersonal Conflict Complaint Procedure will proceed as follows:
- a. A person who presents an appeal under section 15.1 is deemed to be the Appellant.
  - b. The Appellant has five (5) days to present additional arguments, information, or material in support of their claim. All submissions must be submitted to the human resource officer designated email who will in turn, ward it to the Board of Directors. The appeal must include both an explanation for the request and the alternative sought by the appellant.
  - c. Appeals will be considered on the following grounds:
    - i. The claim of a substantial procedural error in the application of the policy
    - ii. The presentation of substantive new evidence that could not have reasonably been presented earlier
    - iii. The claim that the decision makers finding is inconsistent with the evidence
    - iv. The claim that the remedies/sanctions are not reasonable.
  - d. If an appeal is submitted by one party, other parties to the case will be notified of such and within a duration of three days, will be invited to make a written submission for consideration when the appeal is under review.
  - e. In reviewing the appeal, the human resources officer may review the investigation file, the original findings, remedies and/or sanctions as determined by the human resource officer using the interpersonal conflict complaint procedure stated in Section 14, and any other relevant documents or information.
  - f. The human resource officer while making the decision on the appeal may also interview the parties. A decision on the appeal will be provided, in writing, within 10 days of the date the appeal was received by the human resource officer.
  - g. An official decision by the human resource officer shall be deemed the final stance of IRSAM and considered binding.
  - h. Retaliation of any sought towards the complaint, respondent and IRSAM as a whole is prohibited.

## *16. Confidentiality*

16.1 The AVCs, human resources officer and any informed BoD members, as deemed necessary for the purposes of the report, shall preserve confidentiality with respect to all matters that come to his or her knowledge in the course of any investigation except as required by law in a criminal proceeding outside IRSAM jurisdiction



16.2 While all documents produced in the informal and formal resolution processes will be required to be kept confidential, this does not limit the discloser's right to speak openly about their experiences for the purpose of seeking support or maintaining their safety and the safety of others.

16.3 To the extent possible, information pertaining to details of a member or participant who is a victim of sexual harassment/harassment and discrimination of any sort will be shared with Board members if, and only if, the information in the proceedings is pertinent to their portfolio or professional duties only. However, it must be recognized that in certain situations, there might be a need to provide some information to certain individuals for IRSAM to fulfill its responsibility to protect members. In all cases possible, the complainant will be informed of who must be made aware of the situation and why.

### *17. Accommodations and Enforcement Measures*

17.1 Accommodations are discretionary in nature, so as to account for the relevant context.

17.2 A breach of the Code can give rise to a suspension of a Member, or any other action deemed appropriate by the majority of the IRSAM Board. The IRSAM Board may delegate the enforcement of the Code to Portfolios in clearly outlined circumstances.

### *18. Retaliation*

18.1 No Participant shall retaliate, engage in reprisals or threaten a person who

- a. has made a complaint or Report under the code of conduct
- b. participated in any process under the code of conduct in the complaint procedure

18.2 Violations for section 18.1 shall be grounds for disciplinary action by the Code of Conduct

### *19. Conflicts of Interest*

19. A person in a Conflict of Interest must disclose their links with the Associated Entity to their direct supervisor as soon as possible. Board Members must disclose such links during a Board meeting as soon as possible. A direct supervisor who is made aware of a disclosure by a Person in a Conflict of Interest must ensure that the person in a Conflict of Interest is not taking decisions related to the Associated Entity alone. Potential measures to be taken include, but are not limited to, modifying the tasks of the person in a Conflict of Interest and requesting that the actions of the person in a Conflict of Interest with regard to the Associated Entity are subject to review.

## Hiring & Firing Addendums

### *Finance Portfolio*

1. A deputy CFO must be hired within the first month of the academic year, before October 15th.

2. The deputy CFO may only be dismissed with the consent of the CFO, in consultation with the Vice-President, Internal Operations.
3. There is no limit to the size of the finance team, however the CFO must hire a deputy through an application and interview process.
  - a. The interview panel is at the discretion of the CFO.

### *Internal Portfolio*

1. An Internal staff member is anyone hired by the Vice-President, Internal Operations (VP Internal) or a designated person to work under the Internal Portfolio. 2. The Internal Team is comprised of but not limited to:
  - a. The Vice-President, Internal Operations
  - b. The Deputy Vice-President, Internal Operations
  - c. The Equity and Accessibility Coordinator
  - d. Two (2) or three (3) Directors of the Internal Team
  - e. IRSAM Gala Coordinators
  - d. The IRSAM Human Resource Officer
3. These positions are hired through an application process which is open to all McGill students, with the exception of the IRSAM Human Resource Officer which may be externally outsourced.
4. The Application process will include two rounds:
  - a. A written application form
  - b. An Interview (either in person or by video call)
    - i. Each interview for an Internal position must include a panel consisting of the current VP Internal and a current or former member of the IRSAM Board of Directors that will not be applying for the role.
5. The Deputy Internal must be hired within the first two months of the VP Internal being elected to the IRSAM Board of Directors.
6. The Equity and Accessibility Coordinator should not have any conflict of interest within IRSAM.
7. All staff of the Internal Portfolio are subject to the IRSAM Code of Conduct. Any staff that exhibits behaviour which violates the IRSAM Code of Conduct will result in a written warning from the VP Internal. If the behaviour continues after the written warning the individual will be dismissed from their role.

### *External Portfolio*

1. The External portfolio consists of but is not limited to:
  - a. The VP External
  - b. IRSAM Youth Advisory Delegation (IYAD) Officers
    - i. The Local Communications Officer
    - ii. The UN Communications Officer
    - iii. The Logistics Officer
    - iv. The Experience Officer
  - c. IYAD Delegates
2. Each IYAD Officer is responsible for the overall organization and leadership of IYAD.
3. These positions are hired through an application process which must include:

- a. An application form
- b. An interview
  - i. Each interview for an IYAD Officer role must include a panel consisting of the VP External and a current or former IRSAM board member or a former IYAD Officer that will not be re-applying for THE role
  - ii. Each interview for the general delegation must include a panel consisting of the VP External and current IYAD Officer
- c. Any other aspects the VP External deems necessary
- 4. All aspects of the application process must be assessed using a rubric. The rubric must include a list of predetermined criteria that are standardized for in the assessment of each applicant.
- 5. All staff in the External Portfolio must adhere to the IRSAM Code of Conduct and External Code of Conduct.
  - a. Any violation of the Codes is grounds for disciplinary action up to and including dismissal.

### *Delegation Team*

#### Definitions

1. Team Council Member: An individual hired by the VP Delegations to assist in the management of the Delegation Team and its logistics, workshops, trainings, and social events
2. Head-Delegate at a conference: An individual chosen by the VP Delegations to manage Delegation Team members at an away conference
3. Immediate Disciplinary Measures include, but are not limited to:
  - a. Suspension from team council duties
  - b. Suspension from Head-Delegate duties during a trip
  - c. Immediate dismissal from the delegation team

#### Hiring Procedures

1. Hiring of a new Team Council shall be done by the end of April, before the beginning of the term of each incoming VP Delegations in May.
2. The Hiring process shall begin with a written application, followed by an interview. The interview panel shall include but is not limited to the outgoing and incoming VP Delegations.
3. Each applicant will be notified of a hiring decision by the end of April 4. Successful applicants must sign the Delegation Team contract and be provided this addendum prior to their acceptance of the team council position.

#### Firing Procedures

1. Should any member of the Team Council be in violation of the IRSAM Code of Conduct, they can be subject to immediate disciplinary measures
2. Should a Team Council member be found in violation of the CoC they will be issued a warning email, outlining the offense and indicating that immediate disciplinary measures can be taken upon a second breach of code.

3. Should a Team Council member be found to act in a way that risks the safety or culture of the team or any member on it or persons at an event relating, that member may be subject to immediate disciplinary measures

#### Conduct as a Team Council Member

1. All content discussed in a Team Council meeting or the Team Council online group chat is considered private and confidential, unless otherwise specified by the VP Delegations.
  - a. Misuse of confidential information includes but is not limited to revealing the roster selection process for trips or revealing team complaints about delegation team members.
2. If a Team Council member reveals any information discussed at a team council meeting or within the Team Council online group chat to another individual, they will be sent a written warning outlining their breach of confidentiality.
  - a. The email will warn the Team Council member that immediate disciplinary measures can be taken upon a second breach of confidentiality.
3. Team Council members are expected to conduct themselves professionally during IRSAM social events that include but are not limited to Delegation Team parties and SSUNS/McMUN drinking events.
  - a. Team Council members who are over-intoxicated or displaying disruptive behaviour, as deemed by the VP Delegations, may be subject to Immediate Disciplinary Measures

#### Conduct as a Head-Delegate during a conference

1. The VP Delegations will choose at least two Head-Delegates to lead the Delegation team at each conference that the team is due to attend. These Head-Delegates may be either team council members or experienced team members, as deemed by the VP Delegations.
2. Head-Delegates are obligated to follow the itinerary provided to them by the VP Delegations, as well as follow any instructions given to them prior to and during the conference by the VP Delegations, whether the VP Delegations accompanies the Head-Delegate or not.
  - a. Duties of the Head-Delegate outlined in the itinerary include but are not limited to checking in the team at the designated hotel, registering the team before opening ceremonies, and holding debrief sessions for team members at the end of each day.
  - b. Any changes to the itinerary or incidents during the trip including but not limited to vehicular accidents, health issues or discomfort of team members must be brought to the VP Delegations immediately
  - c. Failure to follow the itinerary or instructions of the VP Delegations during a conference trip as well as failure to notify the VP Delegations of itinerary changes or incidents during a conference trip may give rise to Immediate Disciplinary Measures.
3. Head-Delegates are obligated to remain functional during conference social events, and must be aware of each team member's location at the end of each night.
  - a. Head-Delegates who are over-intoxicated, unable to watch over other team members, or displaying disruptive behaviour as deemed by the VP

Delegations may be subject to Immediate Disciplinary Measures.

- b. Head Delegates deemed disruptive towards their co-Head-Delegate, other team members, other delegates, hotel staff, or conference staff members may be subject to Immediate Disciplinary Measures.

### *Secondary School United Nations Symposium (SSUNS)*

#### Definitions

1. Staff Member: An individual serving in a role at SSUNS, including, but not limited to:
  - a. The SSUNS Secretariat;
  - b. SSUNS Coordinators;
  - c. SSUNS Dais Members;
  - d. Committee and Logistical Staffers.
2. Applicant: An individual involved in an application process for a position at SSUNS, prior to the announcement of a decision.
3. Immediate Disciplinary Measures: Include, but are not limited to:
  - a. A temporary suspension from the facilities at which SSUNS events are held;
  - b. A change in duties;
  - c. A suspension from the Conference.

#### Hiring Procedures

1. Hiring for Secretariat:
  - a. Hiring for the first round of Secretariat shall be completed by the end of January of the year of the Conference;
  - b. Hiring for the second round of Secretariat shall be completed by the end of February of the year of the Conference;
  - c. Each Applicant is to be extended the offer of an interview following their submission of a written application;
  - d. For the first round of Secretariat hiring, interview panels must include the Secretary-General and at least two persons, including but not limited to the previous SSUNS Secretary-General, prior SSUNS Secretariat members and IRSAM Directors;
  - e. For the second round of Secretariat hiring, interview panels must include the Secretary-General, Secretariat member directly overseeing the individual to be hired and one other current Secretariat member or a previous SSUNS Secretariat member ;
  - f. Each Applicant must be notified of a hiring decision within seven days of the Applicant's interview;
  - g. Applicants extended offers must be provided this Addendum prior to their acceptance of the position;
  - h. Each Applicant must be offered a venue for application and interview feedback with the individuals involved in the process;
  - i. Each Applicant reserves the right to request a timeline for hiring for future positions.
2. Hiring for Coordinators:

- a. Hiring for the Spring Coordinator Team shall be completed by the end of March of the year of the Conference;
  - b. Hiring for the Fall Coordinator Team shall be completed by the end of September of the year of the Conference;
  - c. Each Applicant is to be extended the offer of an interview following their submission of a written application;
  - d. Interview panels must consist of at least two current Secretariat members, including the Secretariat member directly overseeing the individual to be hired;
  - e. Each Applicant must be notified of a hiring decision within seven days of the Applicant's interview;
  - f. Applicants extended offers must be provided this Addendum prior to their acceptance of the position;
  - g. Each Applicant must be offered a venue for application and interview feedback with the individuals involved in the process;
  - h. Each Applicant reserves the right to request a timeline for hiring for future positions.
3. Hiring for Daisies:
- a. Hiring for SSUNS Daisies shall be completed by the end of March of the year of the Conference;
  - b. Each Applicant must be notified of a hiring decision within nine days of the application deadline;
  - c. Applicants extended offers must be provided this Addendum prior to their acceptance of the position;
  - d. Each Applicant must be offered a venue for application feedback with the individuals involved in the process;
  - e. Each Applicant reserves the right to request a timeline for hiring for future positions.
4. Hiring for Committee, Events and Logistical Staffers:
- a. Hiring for Committee and Logistical Staffers shall be completed by the end of October of the year of the Conference;
  - b. Each Applicant must be notified of a hiring decision within nine days of the application deadline;
  - c. Applicants extended offers must be provided this Addendum prior to their acceptance of the position;
  - d. Each Applicant must be offered a venue for application feedback with the individuals involved in the process.
5. Hiring outreach should be targeted at a broad range of McGill student groups, so as not to limit SSUNS staff applicants to the political science community. 6. Hiring decisions will be centered on holistic process and will not be made unilaterally to ensure that discrimination does not occur.
7. Letters of recommendation are not required but will be considered if submitted for a Secretariat application:
- a. Such letters will be accepted from any academic or professional relationships that the candidate has;
  - b. Applicants will be notified of this opportunity on the application form.
8. Interviewers will be expected to declare conflicts of interest (ex. personal relationship)

with an Applicant or Applicants \*who and process to declare should be stated\*

- a. The interviewer may be excused from discussions pertaining to that Applicant's selection according to the discretion of the Secretary General or the Chief of Staff.

9. When the request for an interview is sent to the Applicant, candidates will be given a venue to request accessibility related accommodations during the hiring process, and can negotiate any accessibility needs that they may require at this point. Termination Procedures

1. Termination will be based on the breach of policies that Staff Members have agreed to, including but not limited to the SSUNS Staff Code of Conduct and McGill policies. These decisions will not be made unilaterally and a suggestion of Immediate Disciplinary Measures can be made by a Staff Member's direct supervisor, the Chief of Staff, the Secretary General, the USG Committees and other relevant Secretariat members depending on the Staff Member's portfolio.

### *McGill Model United Nations Assembly (McMUN)*

#### 1. Secretariat

1.1. An application for the first round of the Secretariat shall be released within the first two weeks of the election of the Secretary-General;

1.2. An application for the second round of the Secretariat shall be released within the first two weeks following the on-boarding of the first round of the Secretariat;

1.3. Applications for the Secretariat must be open for at least one week (7 days);

1.4. Applicants must submit an application to be considered for a position on the Secretariat;

1.5. Applicants that meet the requirements for the position will be contacted for an interview by the Secretary-General;

1.5.1. When the request for an interview is sent to the Applicant, candidates will be given a venue to request accessibility-related accommodations during the application and on-boarding process and can negotiate any accessibility needs that they may require;

1.5.2. The interview panel must consist of at least two people including the Secretary-General;

1.6. All interviewers are expected to disclose their relationships with Applicants before a selection decision is made in order to ensure an equitable on-boarding process;

1.7. Each Applicant must be notified of an on-boarding decision following the application and interviewing period;

1.8. Applicants who have not been selected for a position may request feedback on their application and/or their interview through email.

#### 2. Coordinator

2.1. Applications for coordinator positions must be open for at least one week (7 days);

2.2.Applicants must submit an application to be considered for a coordinator position;

2.3.Candidates that meet the requirements for the position will be contacted for an interview;

2.3.1.When the request for an interview is sent to the Applicant, candidates will be given a venue to request accessibility-related accommodations during the application and interviewing process and can negotiate any accessibility needs that they may require;

2.3.2.The interview panel must consist of at least two people including the Chief of Staff;

2.4.All interviewers are expected to disclose their relationships with Applicants before a selection decision is made in order to ensure an equitable interviewing process;

2.5.Each Applicant must be notified of a selection decision following the application and interview period;

2.6.Applicants who have not been selected for the position may request feedback on their application and/or their interview through email;

2.7.On-boarding decisions shall be reviewed by the Chief of Staff and the Director of Equity;

2.8.A waitlist application may be released following the deadline of the original application which will be consulted in situations where a vacancy needs to be filled;

2.8.1.A former McMUN staffer or a McGill Student are eligible to fill out a waitlist application.

### 3. Dais On-boarding

3.1.Applicants must be current McGill Students in order to be eligible for a dais position;

3.2.Applicants must submit an application to be considered for a dais

position; 3.3.Applications for dais positions must be open for at least one week (7days);

3.4.The USG Committees, Deputy USG Committees, GAs & ECOSOCs, Deputy USG Committees, SAs and Deputy USG Committees, Crisis must review all applications;

3.5.Final selection decisions shall be made by the USG Committees, Deputy USG Committees, GAs & ECOSOCs, Deputy USG Committees, SAs and Deputy USG Committees, Crisis, with the input of other Secretariat members including, but not limited to the Secretary-General, the Chief of Staff, and the Director of Equity;

3.5.1.All persons involved in the final selection decisions are expected to disclose their relationships with Applicants before an on-boarding decision is made in order to ensure an equitable on-boarding process;

3.6.Each Applicant must be notified of a selection decision following the on-boarding



period;

3.7.Applicants who have not been selected for the position may request feedback on their application through email;

3.8.on-boarding decisions shall be reviewed by the Chief of Staff and the Director of Equity;

3.9.A waitlist application may be released following the deadline of the original application which will be consulted in situations where a vacancy needs to be filled; 3.9.1.A former McMUN staffer or a McGill Student are eligible to fill out a waitlist application.

#### 4. General Staff Application Selection

4.1.Applications for Committee, Events and Logistical Staff must be open for at least one week (7 days);

4.2.Applicants must submit an application to be considered for a general staff position;

4.3.The Chief of Staff must review all applications;

4.4.Secretariat members must also review all applications relevant to their portfolio;

4.5.Each Applicant must be notified of a selection decision following the application period;

4.6.Applicants who have not been selected for the position may request feedback on their application through email;

4.7. On-boarding decisions shall be reviewed by the Chief of Staff and the Director of Equity;

4.8.A waitlist application may be released following the deadline of the original application which will be consulted in situations where a vacancy needs to be filled; 4.8.1.A former McMUN staffer or McGill Student is eligible to fill out a General Staff Waitlist Application.

#### 5. Disciplinary measures

5.1.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.

5.2.Failure to fulfill one's responsibilities may result in a warning, and/ or a strike.

5.3.Following three (3) strikes, Immediate Disciplinary Measures may be taken  
Immediate Disciplinary Measures

5.3.1.Where provided, Immediate Disciplinary Measures may be taken towards 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.

5.3.2. 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 on-boarding decisions.

### *McGill International Review Portfolio*

1. The Editor-in-Chief is hired through an application process. The application is open to all McGill students, but past experience on the Executive Board of the MIR is a strong requirement. The existing EIC, the existing Managing Editor, and at least one other member of the existing Executive Board should review the applications and hold the interview.
2. The Executive Board of the MIR (Managing Editor, Senior Editors, Creative Media Director, Contributions Director) and the social media director are recruited on an application process. The application is open to all McGill students, but past experience with the MIR is a strong requirement. The existing EIC, the existing Managing Editor, and at least one other member of the existing Executive Board should review the applications and hold the interview.
3. The Editorial Board (including creative media editors) is hired through the same process as the senior editors, but their tenure is for one semester, instead of one year.
4. Writers and creative media team members are selected through an application process, without an interview. Writing sample(s), CV and an application form are required. All McGill students are welcome to submit an application; journalistic experience is not required, but strong writing and a diverse pool of writers will be sought after.
5. Firing: the firing of MIR members during the semester needs a vote from the Executive Board. Non-renewal of a position at the end of the semester is not considered as a firing.

### *FLUX International Relations Review*

#### Definitions

1. Flux: International Relations Review (Flux): IRSAM Inc's undergraduate academic journal
2. Author: an individual whose work has been selected to appear in Flux.
3. Designated editor: an editor assigned to work with an author.
4. Staff Member: anyone hired by the editor-in-chief or a designated person to work for Flux. Including, editors, authors, peer reviewers, and directors.
5. Submission: any document or task which is part of the staff member's job which must be completed on a deadline. This includes editing exercises, peer reviews, and edited articles.

#### Late Submissions

1. When Flux hires staff, they will be promptly provided with a list of the deadlines for their period of work (semester, year).
2. Staff are expected to submit their work by means decided by the Editor-in-Chief.
3. If a staff member is unable to meet a deadline, they are expected to contact the editor-in-chief no less than 24 hours before to make alternative submission arrangements. In such a case the submission will not be considered late.
- a. If an author is unable to make a deadline, they must notify their designated editor and the editor-in-chief to make alternative submission arrangements.
4. If a staff member fails to submit work by the deadline they have 24 hours to contact the editor-in-chief to let

them know that they failed to submit.

5. They have 72 hours after the original deadline to make a late submission. 6.

No more than 1 late submissions will be granted per semester. If a second late submission is made, it will count as a strike.

6. If a staff member fails to submit within 72 hours of a deadline, it will be counted as a strike.

a. In the case where an author fails to submit to their designated editor, the editor will notify the editor-in-chief within 24 hours. In such a case, if the author fails to submit the article, they will receive a strike. If the editor-in-chief is not notified both the author and the editor will receive strikes.

7. If a staff member obtains two strikes they will be dismissed.

a. For individuals who hold more than one staff position at Flux, strikes will be accumulated separately for each position.

### IRSAM Code of Conduct

1. Misuse of confidential material includes but is not limited to revealing information about the article selection process or identity of authors and peer reviewers.

2. Obstructions include authors failing to reformat citations to the style used by Flux and failing to write an abstract.

3. All staff members of Flux fall under the IRSAM Code of Conduct.

a. Staff found in violation of the code of conduct are subject to dismissal.

b. It is recommended that staff members familiarize themselves with the code.

### *Junior Peacemakers*

1. The Junior Peacemakers director is hired through an application process. The application is open to all McGill students, but past experience on the JRP Executive Board is strongly recommended. One person can hold the director position for a maximum of 2 consecutive terms.

a. If the existing director is not a candidate, the hiring panel will consist of the existing director and two existing BoD members (if some BoD members have JRP experience that would be ideal).

b. If the existing director is a candidate, the hiring panel will consist of two BoD members and a past JRP director.

2. The JRP executive positions (Program team deputy, Change team deputy and Outreach team deputy) are to be recruited, through an application process, within the month of May (first month of the director's term).

a. The hiring panel will consist of the hired JRP director, and either 2 BoD members (new board) or one past JRP director and a BoD member

3. The rest of the JRP coordinator team should be hired by August 1st. The hiring panel will consist of the JRP director and 2 deputies.

4. Firing: Termination of an exec/coordinator's mandate will be due to a breach of the IRSAM code of conduct or their JRP contract and will be decided by the director.