

**IRSAM Code of Conduct Addendum
McGill University Model UN 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. Delegation Team Member: An individual chosen by the VP Delegations and Team Council to participate in workshops and trainings
4. Conference Delegation Team Member: An individual from the Delegation Team chosen by the VP Delegations and Team Council to travel to other conferences on the collegiate circuit to represent McGill University and the McGill University Traveling Model United Nations Delegation Team
5. Immediate Disciplinary Measures for Team Council Members 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
6. Immediate Disciplinary Measures for Delegation Team Members and Conference Delegation Team Members may include:
 - a. Restriction from Traveling for up to a year after an incident has occurred
 - b. Probation and Strict Monitoring of Behaviour from the VP Delegation Affairs and Team Council
 - c. Immediate Dismissal from the Delegation Team
 - d. Further action may be deemed necessary in consultation with the International Relations Students' Association at McGill University Human Resources Officer or the President and CEO.
 - e. The Immediate Disciplinary Measures taken shall be decided upon by the VP Delegations, or if applicable, the IRSAM HR Officer, and will be based on several factors, which include but are not limited to:
 - i. The severity of the action
 - ii. Previous violations of the IRSAM Code of Conduct, the Delegation Team Contract, or the Expectations laid out during a Pre-Conference Meeting
 - iii. Whether the action imposed material harm on others or put them in significant physical or emotional danger
 - iv. Whether the action violated local, provincial, or federal law
 - v. The discretion of Team Council, the VP Delegations, and when applicable, the IRSAM HR Officer

Hiring Procedures for Team Council Members

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.
 - a. When possible, other outgoing Team Council Members should be present at interviews for the upcoming cycle
 - b. If a Team Council Member is re-applying to the Team Council, they may attend only those interviews being conducted with regards to their old position, and will not be present at the time that final hiring decisions are made.
 - i. If an Applicant is applying for both a re-applying Team Council Member's old role and the role that the Team Council Member is applying for, the re-applying Team Council member shall only be informed and allowed to sit in for the interview portion relating to that re-applying Team Council Member's old position
 - ii. If an Applicant is only applying for the same position that the re-applying Team Council Member is applying for, that re-applying Team Council Member shall not be present in that interview
 - c. A Conflict of Interest is defined by the Delegation Team as:
 - i. Having a Close Friendship or Relationship outside of IRSAM
 - ii. Having Collaborated closely with an applicant in another IRSAM Portfolio, for example on McMUN/SSUNS Secretariat
 - iii. Having Collaborated closely with an applicant in a different extracurricular or co-curricular activity at McGill or in a Students' Association
 - d. The VP Delegation Affairs reserves the right to remove an outgoing Team Council Member from Interviews if they are being overly abrasive, combative, or otherwise hindering the quality of answers that an applicant is able to give.
 - e. Interviews shall be recorded in order to allow the Interview Panel to reference back to recorded answers.
 - i. These recordings shall also be made available to the President and CEO and the HR Officer upon request.
 - ii. All applicants must be informed that they are being recorded and told of the Parties who may have access to recordings.
 1. If the Applicant is not comfortable being recorded, they shall have the option of having their answers transcribed by someone on the Interview panel.
 2. If the Applicant is not comfortable being recorded nor with a transcript being taken, neither shall be done; The Interview Panel will take notes detailed enough to ensure that the Applicant is weighted fairly against those who consent to being recorded.
 - f. Interview notes shall be kept in a separate document for each person on the Hiring Panel in order to prevent explicit or implicit bias.
 3. Each applicant will be notified of a hiring decision by the end of April. Successful applicants must sign the Delegation Team contract and be provided this

addendum prior to their acceptance of the team council position.

4. The Team Council Contract shall outline the roles and responsibilities of the Team Council Member, and additions may be made by the VP Delegation Affairs with substantial notice given of Contract changes.

Hiring Procedures for Delegation Team Members

1. The onboarding of a new Delegation Team shall be conducted in early to mid-September for the Fall semester, and in early to mid-January for the Winter Semester, depending on the timeline of Planned Conferences, subject to decision by the VP Delegation Affairs and Team Council.
 - a. The onboarding of a new Delegation Team shall occur via a tryout process.
 - b. Tryout guidelines shall be published to Prospective Applicants in a timely manner, at least one week in advance, including:
 - i. An email regarding a “Legacy Clause” sent out by the VP Delegation Affairs over the summer, with the understanding that those who do not meet the conditions of the clause will need to re-apply and re-tryout for the Delegation Team.
 1. Those who do not meet the conditions of the Legacy Clause shall be informed of their merits being evaluated against other first-time applicants
 - ii. A Rubric delineating the skills that will be evaluated will be sent out to applicants in advance
 - iii. Proper training materials for Applicants who are not well-versed in Model UN
 1. These include but are not limited to Training Manuals, Videos, and Documents that will allow Prospective Applicants to adequately prepare for the Tryout.
 - c. Notes for Each Tryout will be kept on a different document for each member of Team Council present at a try-out in order to mitigate explicit and implicit bias.
 - i. Team Council Members are required to disclose if they know an applicant personally and to recuse themselves from the Application Decision when possible.
 - ii. Team Council Members will keep detailed notes of all aspects of the Try-out and an Individual’s performance.
 - iii. Team Council Members shall rank each Prospective Applicant on a scale decided by the VP Delegation Affairs, and utilize an amalgamation and averaging of this scale to decide who is let on the Team.
 1. The VP Delegation Affairs has the right to conduct a vote within Team Council to override this scale by a $\frac{2}{3}$ majority if they feel it is inaccurately portraying a Prospective Applicants’ skills or merits.
2. All Applicants shall be informed on decisions no more than a week after Tryouts have concluded.
 - a. New members shall be onboarded through providing their signature on the

Delegation Team Contract, which outlines their roles and responsibilities on the Team.

- b. All Applicants have the right to request feedback on their Tryout within a reasonable timeframe.
 - i. Feedback will be provided upon request via email.

Firing Procedures for Team Council Members

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, which may include:
 - a. A meeting with the Head Delegate and/or the IRSAM HR Officer in order to discuss violations and how these can be prevented in the future.
 - b. Temporary Suspension of Team Council duties, until a probationary period as decided by the VP Delegation Affairs in conjunction with the IRSAM HR Officer and President has concluded and terms have been met.
 - c. Removal from Team Council, either temporarily or permanently
 - d. The institution of a probationary period from the Delegation Team
 - e. Removal from the Delegation Team, subject to a decision being made by the IRSAM HR Officer
 - f. These Immediate Disciplinary Measures shall be decided upon through consideration of various factors, which include but are not limited to:
 - i. The severity of the breach of the IRSAM Code of Conduct
 - ii. Previous violations of the IRSAM Code of Conduct
 - iii. Whether the breach of the IRSAM Code of Conduct imposed a harm on others or put them in danger
 - iv. Whether the breach of the IRSAM Code of Conduct constituted a breach of local, provincial, or federal law
 - v. The discretion of the Team Council, VP Delegations, and the IRSAM HR Officer.
 - g. All infractions of the IRSAM Code of Conduct will be brought to the IRSAM HR Officer for review and remedial action.
2. Should a Team Council member be found in violation of the IRSAM Code of Conduct, the Team Council Contract, the Delegation Team Contract, or the Expectations laid out in a Pre-Conference Meeting, they will be issued a warning email after consultation with the HR Officer, outlining the offense and indicating that immediate disciplinary measures can be taken upon a second breach of code. The IRSAM HR Officer will be consulted before any action is taken on the matter.
 - a. Upon a second breach of the Team Council Contract, the Delegation Team Contract, or the Expectations laid out during a Pre-Conference Meeting, they may be subject to Immediate Disciplinary Measures, which are outlined above in Clause 1 (a-e)
 - b. These Immediate Disciplinary Measures shall be decided upon through consideration of various factors, which include but are not limited to:
 - i. The severity of the breach of the Team Council Contract, the

- Delegation Team Contract, or the Expectations laid out during a Pre-Conference Meeting
 - ii. Previous violations of the Team Council Contract, the Delegation Team Contract, or the Expectations laid out during a Pre-Conference Meeting
 - iii. Whether the breach of the Team Council Contract, the Delegation Team Contract, or the Expectations laid out during a Pre-Conference Meeting imposed a harm on others or put them in danger
 - iv. Whether the breach of the Team Council Contract, the Delegation Team Contract, or the Expectations laid out during a Pre-Conference Meeting constituted a breach of local, provincial, or federal law
 - v. The discretion of the VP Delegations and the IRSAM HR Officer.
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. These measures may include but are not limited to:
- a. A meeting with the Head Delegate in order to discuss violations and how these can be prevented in the future.
 - b. Temporary Suspension of Team Council duties, until a probationary period as decided by the VP Delegation Affairs in conjunction with the IRSAM HR Officer and President
 - c. Removal from Team Council, either temporarily or permanently
 - d. The institution of a probationary period from the Delegation Team
 - e. Removal from the Delegation Team, subject to a decision being made by the IRSAM HR Officer
4. These measures shall also apply for purposeful repeated failures to listen and/or obey the VP Delegations' instructions.

Firing Procedures for Delegation Team Members

1. Should any member of the Delegation Team be found in violation of the IRSAM Code of Conduct, they can be subject to immediate disciplinary measures, which may include:
 - a. A meeting with the Head Delegate and/or the IRSAM HR Officer in order to discuss violations and how these can be prevented in the future.
 - b. Temporary Suspension from Travel
 - c. Temporary Suspension from the Delegation Team, until a probationary period has elapsed and terms have been met.
 - i. These terms will be outlined and clearly communicated via a meeting with the VP Delegations, the IRSAM HR Officer, and the President and CEO of IRSAM.
 - d. Removal from the Delegation Team, subject to decision by the IRSAM HR Officer and the VP Delegations.
2. Should any member of the Delegation Team be found in violation of the Delegation Team Contract or the Expectations laid out in a Pre-Conference Meeting, including a continual failure to listen to the Head-Delegate(s)'s

Instructions while Traveling, they may be issued a warning email or be subject to remedies as decided by the VP Delegations.

- a. Should these remedies prove unsuccessful, or if the act is serious enough that the VP Delegations believes that there are physical or emotional dangers to the Delegation Team Member or other members of the Delegation Team, a warning email may not be issued and Immediate Disciplinary Measures may be taken.
 - b. These Immediate Disciplinary Measures shall be decided upon through consideration of various factors, which include but are not limited to:
 - i. The severity of the breach of the Delegation Team Contract or the Expectations laid out during a Pre-Conference Meeting
 - ii. Previous violations of the Team Council Contract or the Expectations laid out during a Pre-Conference meeting
 - iii. Whether the breach of the Delegation Team Contract or the Expectations laid out during a Pre-Conference Meeting imposed a harm on others or put them in significant physical or mental danger
 - iv. Whether the breach of the Delegation Team Contract or the Expectations laid out during a Pre-Conference Meeting constituted a violation of local, provincial, state, or federal law
 - v. The discretion of Team Council when applicable, the VP Delegations, and if the infraction constitutes a breach of the IRSAM Code of Conduct, the IRSAM HR Officer.
3. Should a Delegation Team 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. These measures may include but are not limited to:
- f. A meeting with the Head Delegate in order to discuss violations and how these can be prevented in the future.
 - g. Temporary Suspension of, until a probationary period as decided by the VP Delegation Affairs in conjunction with the IRSAM HR Officer and President has elapsed and terms have been met
 - h. Removal from the Delegation Team, either temporarily or permanently, subject to decision by the IRSAM HR Officer

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 in a safe manner during IRSAM social events, maintaining a state of mind where they are able to fulfill their duties as a Team Council Member should they be needed.
 - a. These events include but are not limited to Delegation Team parties and SSUNS/McMUN drinking events.
 - b. Team Council Members are to not exceed 3 drinks during IRSAM social events.
 - c. At each Delegation Team Event, one member of Team Council must remain sober, and this sober member must be clearly communicated to the Delegation Team prior to the event.
 - d. 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.
 - a. These decisions shall be made collectively based on various factors, which include but are not limited to:
 - i. The availability of a Team Council Member to attend a Conference
 - ii. The interest of each Team Council Member in attending each Conference
 - iii. The availability of assignments that interest a Team Council member at any given Conference
 - iv. The Availability of an assignment that interests a Team Council member once the rest of the Conference Delegation Team has been decided
 - v. The number of Conferences that a Team Council Member has already attended in the past semester and/or school year
 - vi. Final decisions related to which Team Council Members attend which Conference are to be made by the VP Delegation Affairs
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 may not exceed 3 drinks total during Conference Social Events
 - b. It is the Head-Delegates responsibility to ensure the safety and health of Conference Delegation Team members, including through:
 - i. The collection of Conference Delegation Team members' phone numbers prior to the Conference
 - ii. Having knowledge of the appropriate Coordinators or Secretariat members to speak to if there are any problems at Social events
 - iii. Monitoring the consumption of any and all Conference Delegation Team Members
 - iv. Instituting, if necessary, a Buddy System for Conference Social Events
 - v. Instituting, if necessary, a policy where locations must be shared with the Head-Delegates for safety reasons.
 - 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.
4. 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.

Conduct as a Delegation Team Member While Traveling

1. Each Delegation Team Member is responsible for obtaining the appropriate documentation to legally cross the US-Canadian border, when applicable. If one fails to do so, they are responsible for transportation back to Montreal.
 - a. Should any delegate be unable to cross back into Canada for any reason, they are legally and monetarily responsible for arranging alternative means of transport.
 - b. No drugs or alcohol may be taken across the US-Canadian Border. If a team member is caught with such substances, they automatically forfeit their spot on the McGill Model UN Delegation Team and are responsible legally and monetarily for their actions.
 - c. Should any member of the trip receive legal action in the form of a speeding ticket, any other automotive ticket or any illegal act, they will be responsible for the monetary consequences and their position on the team may be reconsidered at the discretion of the Head Delegate.
2. Each team member is expected to be respectful towards the Head-Delegate(s), other team members, other conference delegates, and conference staff.

- a. Each member must follow the Head-Delegate(s)'s instructions
 - b. Each member's behaviour during the conference represents McGill University and IRSAM in and out of their committee. If it is found that their behaviour is disrespectful or reflects poorly on the organizations, then their status as a team member will be reevaluated.
3. Delegation Team members are not permitted to drink, smoke, take drugs that are not prescribed, or consume any equivalent substances during Committee Sessions, including during breaks
- a. If Delegation Team Members are found to be under the influence during Committee Session, they will immediately be removed from the Delegation Team
4. Delegation Team members are expected to behave and treat all delegates with civility and kindness as representatives of McGill University. This behaviour includes but is not limited to:
- a. Remaining friendly and kind around the Conference Team and Staff
 - b. Remaining respectful and attentive during all Conference Official Events, including during Opening and Closing Ceremonies
 - c. Respecting the physical and emotional boundaries of fellow Conference Team Members, including through ensuring that only McGill Delegation Team Members are permitted into Conference Hotel Rooms
 - d. Congratulating people and being gracious after Closing Ceremonies
5. Delegation Team Members are required to adhere to the IRSAM Code of Conduct even when traveling off McGill property, in addition to respecting the Delegation Team's value of equity and dedication.
- a. Should any member of the Conference Delegation Team be found in violation of the IRSAM Code of Conduct, they may at the discretion of the VP Delegations be immediately removed from the Conference Team and required to make their own way back to Montreal
 - i. The HR Officer will be consulted on any and all disciplinary actions related to breaches of the IRSAM Code of Conduct unless the action poses a direct physical or emotional threat to the VP Delegations, Head-Delegate(s), Members of the Conference Travel Team, or other Conference Attendees
 - ii. This decision should be based on various factors, which include but are not limited to:
 1. Whether the breach constitutes an Imminent Physical or Emotional Threat to the Individual or other Conference Team Members
 2. The severity of the breach of the IRSAM Code of Conduct
 3. Previous violations of the IRSAM Code of Conduct
 4. Whether the breach of the IRSAM Code of Conduct imposed a harm on others or put them in danger
 5. Whether the breach of the IRSAM Code of Conduct constituted a breach of local, provincial, or federal law
 6. The discretion of the VP Delegations and the IRSAM HR Officer.
 - iii. Should a member of the Conference Delegation Team be found in

violation of the IRSAM Code of Conduct, but the breach does not meet the requisites in order to be immediately removed from the Conference Team, the VP Delegations shall subject the Individual to Remedies or Immediate Disciplinary Measures.

1. These Remedies or Immediate Disciplinary Measures may include, but are not limited to:
 - a. A meeting with the Head Delegate in order to discuss violations and how these can be prevented in the future.
 - b. Temporary Suspension of Team Council duties, until a probationary period as decided by the VP Delegation Affairs in conjunction with the IRSAM HR Officer and President
 - c. Removal from Team Council, either temporarily or permanently
 - d. The institution of a probationary period from the Delegation Team
 - e. Removal from the Delegation Team once the Conference has concluded, subject to a decision being made by the IRSAM HR Officer