



Secondary Schools' United Nations Symposium Addendum IRSAM Code of Conduct 2023

Definitions

1. Staff Member: An individual who applied and was specifically selected to serve in a role at SSUNS, including, but not limited to:
 - a. The SSUNS Secretariat;
 - b. SSUNS Coordinators;
 - c. Dais Members;
 - d. Committee, and Logistical Staffers.
2. Immediate Disciplinary Measures: Include, but are not limited to:
 - a. A temporary suspension from the facilities on which SSUNS events are held;
 - b. A change in duties;
 - c. A suspension from the conference;
 - d. An immediate dismissal from a held position at SSUNS.
3. Applicant: An individual involved in an application process for a position at SSUNS, prior to the announcement of a decision.
4. Addendum: Refers to this document, the Secondary Schools' United Nations Symposium Addendum to the IRSAM Code of Conduct.

IRSAM Code of Conduct

1. All Staff Members fall under the IRSAM Code of Conduct:
 - a. A Staff Member found in violation of the Code of Conduct is subject to Immediate Disciplinary Measures;
 - b. It is recommended Staff Members familiarize themselves with the Code of Conduct.

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;
 - d. For the first round of Secretariat hiring, interview panels must include the Secretary-General, the previous SSUNS Secretary-General, and a prior SSUNS Secretariat member who did not re-apply for the Secretariat;
 - e. For the second round of Secretariat hiring, interview panels must include the Secretary-General, Secretariat member(s) directly overseeing the position(s) to which the individual applied, and one other current 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 the hiring of 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;
 - d. Interview panels must consist of at least two current Secretariat members, including the Secretariat member(s) directly overseeing the position(s) to which the individual applied for ;
 - 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 the hiring of future positions.
3. Hiring for Daises:
 - a. Hiring for SSUNS Daises 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;
 - f. Each Applicant reserves the right to request a timeline for the hiring of future positions.
4. Hiring for Committee 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.

Conduct before the conference

1. Staff Members must attend all training and information sessions established as mandatory for their position.
2. Staff Members have an obligation to execute their designated responsibilities according to the schedule and deadlines set by Staff Members' immediate supervisor or portfolio head.
3. A breach of either of the two aforementioned responsibilities may only be justified with proof of extenuating circumstances of medical, academic or personal nature, or with prior notice of the Staff Member's immediate supervisor. Where appropriate, approval of extenuating circumstances is decided by the Secretary-General, the Chief of Human Resources and the relevant portfolio head.
4. A breach not due to approved extenuating circumstances may give rise to Immediate Disciplinary

Measures. Conduct During the Conference

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.
 - a. All dais members will be provided with a dais staff schedule by the Secretariat at least one week before the conference

- b. All Logistical and Committee staffers will be provided with a shift schedule by their overseeing Secretariat member(s) or Coordinator(s) at least one week before the conference
 - c. The expectations of all staff members will be clearly outlined in the training and information sessions held before the conference.
2. In the event a Staff Member is reassigned to another task during the conference, they must comply with any additional directives provided by the direct supervisor.
 3. All Staff Members are expected to be dressed in Professional Business Attire at the Sheraton and the ICAO, with the exception of Events Staffers.
 4. All Staff Members must wear their conference badges for safety and identification purposes during committee sessions and while inside the Sheraton hotel and the ICAO.
 5. A serious breach of the aforementioned guidelines may give rise to Immediate Disciplinary measures, as determined by the Secretary-General, the Chief of Human Resources, and the overseeing portfolio head. Breaches may also be escalated to the IRSAM President and H.R. Officer.

Alcohol, Drugs, and Prohibited Behaviours

1. Staff Members found 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.
2. Staff Members found 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.
3. Staff Members deemed 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. Disciplinary measures taken will be determined by the Secretary-General, the Chief of Human Resources, and the overseeing portfolio head. Such matters may also be escalated to the IRSAM President and H.R. Officer.

Conduct Following the Conference

1. Staff Members have an obligation to carry out all duties of their position:
 - a. For Committee and Logistical Staff Members, until the end of the SSUNS conference, or any other date as specified by their direct supervisor;
 - b. For Coordinators, until a date specified by the appropriate portfolio head;
 - c. For Secretariat Members, until they have completed their exit report, and a new Secretary-General has been elected.
2. All Secretariat Members must complete an exit report:
 - a. Secretariat Members must submit an exit report to the Secretary-General by the end of December;