



## Insparken Policy

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### Policy Purpose

The purpose of the Insparken Policy is to establish guidelines and an overview of the roles and positions of trust that are participating in Insparken. Furthermore, this policy aims to define relevant terms, regulate responsibilities and duties, as well as outline consequences and action plans regarding expulsion from Insparken.

It is the responsibility of the Generals to ensure that the content of this policy is communicated to all faddrar before Insparken commences.

This policy is regulated by and adheres to the Umeå Studentkår 'Mottagningspolicy'.

### Purpose of Insparken

For many new students, Insparken is the first occasion where our members meet classmates, upperclassmen, the program, Umeå School of Business and Economics, as well as Umeå.



Therefore, the purpose of Insparken is to welcome new members and facilitate their integration into the student life. Furthermore, the purpose of Insparken includes:

- Building trust and security.
- Strengthening the belonging and relationship with classmates.
- Introducing HHUS as the association for the Business and Economics students.
- Familiarising new students with the culture at the association and the university.
- Introducing new students to the opportunities and possibilities within the association.

## Role definitions

**Person of Trust** - A member who is trusted by the Board to handle sensitive issues, provide support and guidance, and uphold the values and principles of the association. A person of trust is chosen and therefore expected to play a vital role in fostering a supportive and inclusive environment, building trust and a sense of community among the rookies.

**Head General** (person of trust) - The project group leader of Insparken.

**General** (person of trust) - Part of the project group which plans Insparken.

**Fadder** (person of trust) - A participant member of Insparken, and part of a fadder group. It is the responsibility of the fadder to ensure that rookies feel welcome.

**Superfadder** (person of trust) - Responsible for the fadder group, and acts as a contact person for the Generals for matters related to the fadder group.

**Vice Superfadder** (person of trust) - Position meant to alleviate the burden of the Superfadder. Will act as interim Superfadder if the Superfadder can't fulfil its duties.

**Rookie** - A new student that is participating in Insparken. The rookie will be assigned a fadder group upon arrival.

## Responsibilities

Alongside the obligation to follow HHUS statutes, regulations and policies, such as the Alcohol Policy and Environmental Policy, as well as the rules and regulations outlined in this policy, faddrar and Generals have additional responsibilities to ensure that Insparken is conducted in a safe and inclusive manner.

## The Generals

The Generals, along with the Board of HHUS, has the ultimate responsibility for Insparken. The Generals are responsible for the communication with the fadder groups before and during Insparken, as well as ensuring that the faddrar are aware of, understands and complies with this policy. Furthermore, the Generals are responsible for addressing issues before and

during Insparken, together with the Presidium. This includes the responsibility to inform and direct both faddrar and rookies where to turn in case of incidents or where reports can be filed. Additionally, the General team has full confidentiality.

## **Head General**

The Head General is responsible for leading and coordinating the General team. Furthermore, the Head General is in charge of reporting incidents regarding faddrar and rookies to the Presidium. Incidents are jointly handled by the Presidium and the Head General in accordance with the HHUS Standard Operating Procedure for disciplinary matters and this policy. The Head General has full confidentiality.

## **Faddrar**

The faddrar are responsible for welcoming the rookies to Umeå and ensuring an open and inviting atmosphere during Insparken. Additionally, faddrar should to the highest extent possible participate in all activities during and in connection with Insparken. All faddrar has the responsibility to participate in at least one Eldsjälspass, in order to make Insparken possible to execute. Furthermore, it is the duty and responsibility of the faddrar to follow this policy and HHUS's other governing documents.

Members that become a fadder receive a position of trust, a role assigned by the HHUS Board. The possibility of being a fadder is not a member right, which means that a person can be denied the role. Refusal can occur if the appointing authority, namely the Board and the Generals, does not trust the person applying to be fadder. Moreover, this trust can be deprived if a fadder acts against this policy and other governing documents.

## **Superfaddrar**

Alongside the responsibilities outlined for all faddrar, Superfaddrar have some additional responsibilities which mostly includes communication. Superfaddern are responsible for conveying information before and during Insparken. They shall maintain close contact with the Generals and the Board to facilitate a smooth Insparkperiod. This includes an obligation to inform the Generals if faddrar or rookies are not following the rules or policies, or if anyone is feeling unwell or showing signs of distress. Additionally, Superfaddern has the responsibility to ensure that the rookies have some place to sleep.

## **Eldsjälspass**

A responsibility lies with all faddrar to complete a work shift in order to facilitate the execution of Insparken. This includes, but not limited to, working at E-Puben, cooking food, or manning stations at the activity-days. If a fadder is unable to complete a shift, it is their responsibility to find a replacement. Failure to fill an Eldsjälspass may result in a warning or exclusion from further participation at Insparken.



## Insparken Guidelines

Insparken should function as a welcoming of all new students at Umeå School of Business and Economics, but not including foreign exchange students. Foreign exchange students have separate welcomings through the Buddy Programme. Insparken also serves as a tool in which the association can market itself and its work, but also its fundamental values which are further outlined in the HHUS code of ethics. These values should be apparent during Insparken, during which the goal is to foster a sense of belonging and welcomeness. Everyone should feel welcome, irrespective of background.

### Guidelines

- All students should feel welcome.
- All aspects of participation in Insparken are completely voluntary.
- Faddrar and other organisers are responsible for maintaining a healthy alcohol culture.
- HHUS Inspark has a responsibility to follow all governing documents and policies that exist within HHUS and Umeå Studentkår. Questions regarding policies are to be directed to the Board Advisor and/or the HHUS Board in its entirety.
- A majority of events hosted as a part of Insparken should be alcohol free.
- At all times, there should be at least one sober general, and all fadder groups should have one sober fadder during the beginning of Insparken. The end date for the sober fadder requirement should be clearly communicated by the Generals.

### Rules for participation in HHUS Inspark

- It is not allowed to discriminate or violate other participants. Further outlined below.
- It is not allowed to engage in alcohol instigation. This includes a ban on purchasing alcohol for contestants under the age of 20. Further outlined in the Alcohol policy.
- It is not allowed to arrange activities that cause damage. This includes physical and mental damage to contestants, and damage to property.
- It is not allowed to have sexual relations with rookies during Nollefriden. Further outlined below.

### Nollefriden/Rookiefriden - Clarification

Faddrar and Generals are in a position of power towards the rookies of HHUS. In order to ensure a healthy, inclusive, and safe atmosphere, all Faddrar and Generals must act in accordance with Nollefriden. Nollefriden dictates that no sexual relations can take place between a Fadder/General and a rookie during a clearly stated timeframe, but no less than ten (10) days. It is the responsibility of the Generals to communicate this date to the faddrar before Insparken has begun. Nollefriden does not only regulate physical relations, but all actions that require consent. A rookie may not override the Nollefriden by offering consent.



However, a previous relationship that is communicated to the Presidium or Generals prior to the commencement Insparken will override Nollefriden.

The Generals alongside the Presidium may retroactively ban faddrar from further participation, if information relating to a breach of Nollefriden surfaces. If this paragraph finds relevance through information surfacing regarding transgressions, a decision will be taken by the at the time sitting Presidium and Head General, and follow the same process as detailed below. If this process occurs after the Inspark, the decision will be valid for the next Inspark.

### **Violating and discriminating other participants - Clarification**

Transgressions regulated in this section hold relevance in Umeå Studentkårs regulatory documents, which are based on Swedish law. HHUS, as a subsection of Umeå Studentkår, has a responsibility to comply with these documents and all other policies. Actions discerned in this section are grounds for exclusion from further participation in Insparken. These points are further detailed in Umeå Student Union "Jämlikhetspolicy" and "Handläggningsordning vid diskriminering, trakasserier, kränkande särbehandling, hot och våld".

**Discrimination** - Disfavouring other participants of Insparken based on the grounds of discrimination as defined in Swedish law. These grounds include gender, transgender identity or expression, ethnicity, religion, disability, sexual orientation, and age.

**Harassment** - Behavior classified as discriminatory according to the grounds for discrimination detailed above.

**Bullying** - Repeated acts of victimisation that do not necessarily fall under the framework of discrimination or harassment. Could be described as acts conducted with the purpose of negatively impacting one's ability to be included in a group, or Insparken as a whole.

**Threats** - The threat of inflicting physical or psychological damage towards the recipient of the threat. This includes the threat of harm towards someone's property.

**Violence** - The intentional infliction of harm towards one or several people.

**Sexual Harassment** - Behavior of a sexual nature that violates someone's dignity, and includes both verbal remarks as well as all unwelcome physical contact. Includes all forms of sexual misconduct.

### **Consequences of breaking the rules**

The HHUS Board, primarily the Presidium, and the Generals reserve the right to issue warnings or exclude participants from Insparken. Additionally, if a General is unable to fulfil their role and responsibilities, the Board can choose to remove them from Insparken.

## **Consequences for faddrar and rookies**

The possible consequences if a participant violates any of the rules listed above, or other HHUS governing documents, are either a warning or exclusion from Insparken. The choice of consequence depends on the severity of the violation and is determined in consultation between the Presidium and the Generals.

### **Warnings**

A warning may be issued if a participant repeatedly misbehaves, but does not pose a direct threat to the purpose of Insparken or the Rookies. The warning should be issued by someone in the Presidium after the investigation process has been conducted. When the person receiving the warning is contacted, it is the responsibility of the Presidium to inform the participant about the circumstances and the rules going forward. If it appears that the participant has not complied after the warning, it will result in exclusion from Insparken. The warning shall always be communicated to the Generals, and to the Superfadder if necessary.

### **Exclusion**

Exclusion from Insparken is a consequence applied when a participant has behaved or done something that causes the HHUS Board to lose trust in the fadder or rookie. Decisions regarding further participation at Insparken will be taken by the Generals, alongside the Presidium in accordance with HHUS statutes §2.5. A decision regarding exclusion can be appealed to the HHUS Inspector.

When one is excluded from Insparken, it also results in exclusion from all future Insparker. This means that if one reapplies to become a fadder, the application will automatically be denied. The decision to deny a member from participating as a fadder in the upcoming Inspark can be appealed to the Inspector.

A breach of Nollefriden will always result in exclusion from Insparken, regardless of the degree of violation.

The exclusion applies to all events organised for Insparken, but does not extend to events accessible to all HHUS members, such as EPP at E-puben, business events, or other social activities. If transgressions are of such a severe nature that warrants termination of membership and/or banning participation in future events hosted by HHUS, this should be a separate process within the HHUS Presidium in conjunction with Umeå Studentkår. Prerequisites for participation in events during the period of Insparken should be clearly stated in the event description when marketing is posted for the event.

## **Consequences for the Generals**

Regarding transgressions by Generals and potential removal from position, the decision will be taken by the HHUS Board in its entirety, in accordance with the Regulations §4.2.5. This applies for all engaged members within HHUS Management or sub sections within HHUS. All decisions taken regarding removal from role within HHUS can be appealed to the Inspector.

## **Investigation process**

When investigating exclusion from Insparken, a thorough and structured investigative process is required to make an objective and fair decision. All decisions should be made from an informed perspective, and it is therefore the responsibility of the Generals and the Presidium to contact the parties involved to gather as much information about the incident as possible. The decision made should be based solely on the information regarding the incident in question; other assumptions and prejudices should not be able to influence the decision.

The investigation shall follow the SOP for disciplinary matters and is led by the Presidium. A decision should never be made immediately following the potential violation, but should be investigated the following day. Therefore, the Generals have the right to temporarily remove the individual who committed the violation from the premises. This is especially important during the evening and nighttime.

## **Confidentiality**

The Presidium and the Generals have all signed a confidentiality agreement regarding the incidents and the information collected during Insparken. This means that no party is allowed to share any information about the events under investigation, either during or after Insparken, unless otherwise agreed.

## **Archive for incidents**

The association has the right to retain information about individuals who have violated the association's statutes, governing documents, and policies, as long as it is legally relevant to the organisation. This means that warnings, as well as exclusions, will be preserved to ensure a safe and secure environment for the members and future participants. It is the responsibility of the Presidium to store relevant data and to delete data that lacks a legal basis. Subsequently, only the current Presidium has access to the information.

Further details on what data is retained and how it is stored can be found in the SOP for disciplinary matters.

## GDPR

- Insparken necessitates the processing of personal data in order to plan and execute Insparken. After processing of the personal data the information should be deleted and no longer in the possession of HHUS. The documents should be removed no longer than two months from the start of the inspark. This includes:
  - Sales documents with personal data regarding people who have bought tickets.
  - Documents with information about the new students, with the purpose of handling membership sign up with Umeå Student Union.
  - Documents with contact information to faddrar and/or superfaddrar.

