

# THE STUDENT ASSOCIATION OF THE STOCKHOLM SCHOOL OF ECONOMICS



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## THE STUDENT ASSOCIATION

### POLICIES & REGULATIONS

*This document contains the official policies and regulations of SASSE, which together with the SASSE Statutes constitutes the regulatory foundation of our organisation.*

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THE STUDENT ASSOCIATION

# ELECTION REGULATIONS

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**The Student Association at the Stockholm School of Economics**

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# Chapter 1 – What These Regulations Govern

## 1 §

The SASSE Election Regulations govern the SASSE elections and associated activities.

This document also aims to clarify how elections at SASSE are held, define the parties responsible and clarify the allocation of tasks between these various parties.

These Regulations govern elections for the posts of elected officials within SASSE, the bodies within SASSE that are responsible for these elections and the criteria that such elections should satisfy.

These Election Regulations supplement the SASSE Statutes and the Disciplinary Statutes of SASSE, but are subordinate to these.

It is an obligation of each candidate in the election, the Election Committee, the SASSE Board and the Board of Directors to be informed about, and to understand, the content of these regulations. Any violation against these Regulations may result in disciplinary actions in accordance with this document and the disciplinary statutes of SASSE.

The Election Regulations must be made available to all members of SASSE.

## **Chapter 2 – SASSE Election Governance**

### **2.1 § – THE ELECTION COMMITTEE**

The Election Committee is responsible for Student Association Elections (the Elections) being held in accordance with:

- The SASSE Statutes
- Democratic values that do not discriminate against any individual member of SASSE
- Other guidelines, regulations and policies contained in these and other SASSE documents.

If there is a risk that the Election cannot be held according to the three criteria above, the Election Committee shall immediately summon the Statute Interpretation Committee and together with them take necessary action to remedy the situation. The Election Committee shall present a report on the situation and any actions taken as a result of one of the two closest Student Council Meetings. The report must be presented no later than the last Student Council meeting of the SASSE year during which the Elections were held.

If there is suspicion that any individual SASSE member, candidate or not, deliberately or through gross misconduct, acts in a way that challenges the possibility of the Elections being held according to any of the three criteria above, the Election Committee shall immediately report this to the Statute Interpretation Committee, who will decide upon appropriate action and any repercussions in accordance with these regulations and the Disciplinary Statutes of SASSE. The Election Committee shall present a report on the situation and any actions taken as a result on one of the two closest Student Council Meetings. The report must be presented no later than the last Council meeting of the SASSE year during which the Elections were held.

The work of the Election Committee shall be examined by auditors in accordance with 4.26 § of SASSE Statutes.

Minutes shall be kept of the meetings of the Election Committee.

The Election Committee constitutes a quorum when at least half of the members are present.

The Election Committee shall make decisions by a simple majority. The President of the Election Committee shall have the deciding vote in the event that voting is tied. As the Election Committee President is the one ultimately responsible for the elections, the Election Committee President has the right to ask the Board of Directors for a second opinion on any decision made by the Election Committee. In this case, the Board of Directors' decision is considered final.

The Election Committee is responsible for holding the two different Student Association elections within SASSE, one in the spring and one in the fall.

## **2.2 § – THE QUESTIONING GROUP**

A Questioning Group appointed by the Election Committee is responsible for the questioning of the candidates. The purpose of the questioning is to inform all members of the different candidates in an informative, objective and entertaining way, for all involved parties.

When appointing the questioning group, seniority and engagement in SASSE shall be key criteria. Theatrical skills shall also be taken into account, but is secondary. The questioning group shall be equal in terms of gender (aiming for at least 40-60).

Members of the Election Committee may not belong to the questioning group. A person candidating to a position that requires questioning may not be part of the questioning group.

All Questioning Groups shall send in a draft of their proposed questions and presentation to the Election Committee at least one week prior to the scheduled questioning. In case of any controversial material, the Election Committee President should consult the Board of Directors.

It is the Election Committee's assignment to attract appropriate candidates by marketing the available positions towards the members of SASSE. This shall be done in accordance with the Statutes, regulations, policies and other guidelines of SASSE.

## **2.3 § – POSITIONS THAT REQUIRE QUESTIONING**

The following positions in the Student Association require some form of questioning, interviewing, debate or similar process to determine different candidates' ability and suitability for the position they are candidating for:

### Fall Elections

1. The President of the Student Association
2. The Vice President of the Student Association
3. The Treasurer of the Student Association
4. The President of the Education Committee
5. The President of the Business Committee
6. The President of the Sports Committee
7. The President of the International Committee
8. The President of the Entertainment Committee
9. The President of the Media Committee
10. The President of the Tech Committee
11. The President of the Social Committee

### Spring Elections

1. Board of Directors
2. Chair of the SASSE Council

Other positions in the Student Association may also be subject to this process, but it is not required.

The choice of who should be interviewed, questioned, part of a debate or similar activity lies with the Election Committee.



## **Chapter 3 – Election of the Election Committee**

### **3.1 § – ELECTION OF THE ELECTION COMMITTEE PRESIDENT**

Prior to the election held during the fall term, the Election Committee President shall be nominated by the Board of Directors through a recruitment and interview process conducted by the Board of Directors. The nomination is confirmed during a closed council session by simple majority in the Council.

The process of public recruitment for the Election Committee President should be carried out in line with the SASSE Recruitment Regulations. The process of interview for Election Committee President should adhere to the following procedures:

All applicant will be admitted to an interview. Interviews shall be held by at least two directors of the Board of Directors. The type of the interview questions are to be a mixture of personal experience and role specific competency. All Interview questions are to be documented and accessible to the Council. In presenting the nomination to the Council, the Board of Directors shall also present the total number of applicants.

If the President of the Election Committee resigns before completing both elections, that person is responsible for recruiting a new Election Committee President, in cooperation with the Board of Directors, to be presented and approved by the Student Council.

### **3.2 § – RECRUITMENT OF THE ELECTION COMMITTEE**

The Election Committee President is then responsible for recruiting an Election Committee.

The President of the Election Committee must inform members of SASSE about the available positions within the Election Committee when recruiting. Information shall be announced in such a way that all members can easily gain access to it. Remaining procedure shall be in line with the SASSE Recruitment Regulations.

## **Chapter 4 – SASSE Elections**

### **4.1 § – GENERAL GOVERNANCE OF THE ELECTIONS**

The Student Association Elections (the Elections) for the positions SASSE Board, Internal Auditor and 6 out of 8 ordinary Council Members positions shall take place in the fall term. All ordinary members are entitled to run for any position in accordance with 4.4 § of SASSE Statutes.

The Student Association Elections (the Elections) for the positions of Board of Directors, Chair of the Council and 2 out of 8 ordinary Council Members shall take place in the spring term. All ordinary members are entitled to run for any position in accordance with 4.4 § of SASSE Statutes.

Any and all information about the Elections shall be distributed in English.

The Election Committee is responsible for announcing the Elections and for providing relevant information about the Elections to members of SASSE no later than three weeks before the deadline for nominations.

The SASSE Board is responsible for providing updated post descriptions for each of their respective positions.

The Board of Directors is responsible for providing updated post descriptions for all other positions, including Election Committee President, Equality Representative and Safety Representative.

Members of SASSE should be able to access these post descriptions at all times via the SASSE website.

Information about the elections of the Student Association, under the auspices of the Election Committee, shall be conveyed via public announcement, via [sasse.se](http://sasse.se), posters, the SSE website, SSE's intranet, or through other relevant channels in order to create awareness and to reach the entire student body.

## **4.2 § – NOMINATIONS**

Any member of SASSE may nominate themselves or any other member for any position open to election.

The deadline for nominations for positions described in Chapter 4 of SASSE Statutes is to be proposed by the Election Committee in their project plan and decided upon by the Student Council.

## **4.3 § – CANDIDATURE**

Any member of SASSE may run for any position open to election. A nomination from another member is not required for a member to candidate. It is possible to nominate yourself.

A candidature is submitted by accepting a nomination and sending in election promises to the Election Committee through a designated channel (see below).

The deadline for candidature for positions described in 4.8 § of the statutes shall be specified in the project plan submitted to the Council by the Election Committee. This information shall be announced in good time to all members through suitable channels.

All candidates shall draw up election promises, in accordance with instructions issued by the Election Committee. The election promises must be provided to the Election Committee in the manner and form specified by the Election Committee. These instructions, as well as potential templates, will be supplemented to all members through suitable channels beforehand. All Election Promises shall be provided in English. At a minimum, the election promises must contain the candidate's name and student ID number.

All candidatures are to be kept secret until the election promises are presented. The Election Committee is responsible for choosing an appropriate time to present election promises. However, this time shall be no later than three days after the deadline for submitting election promises.

No official campaigning by the candidates is allowed until after the election promises are presented. The deadline for candidature to a position shall be extended if no candidates have announced their intent of running for said position. This shall be announced no later than one scheduled day after the previous deadline. This procedure shall be repeated for positions that remain vacant, though without delaying the elections for other positions. The Election Committee is responsible for setting a suitable time-frame for the new deadline. This information must be clearly communicated to all members.

## **4.4 § – CAMPAIGNING**

Campaigning in SASSE Elections should follow fair sportsmanship and the following

1. All official campaigning shall be in English and may only start once the election promises have been published.
2. Any unsportsmanlike behavior, or behavior meant to disrupt the democratic process, shall be looked upon very seriously and may result in any of the reprimands specified in the Appendix below or if severe, lead to a disciplinary errand in accordance with the Disciplinary statutes of SASSE.
3. The usage of school premises for campaigning is strictly forbidden (e.g. no run-ins (“inspring”) or public speeches in the atrium). A candidate that has an ongoing commitment within SASSE should abstain from any type of SASSE related public activities (e.g. run-ins or post on SASSE Channels) both physically and digitally. Exceptions can be made for official events and activities organized by the Election Committee or when approved by the Election Committee. The Election Committee should consider the implications on the impact of the function of the role.
4. Any type of public slander against candidates is strictly forbidden, regardless whether this is from another candidate or any other SASSE member.
5. Flyers are not allowed as campaign material, neither on nor off school grounds, unless otherwise stated by the Election Committee.
6. When using posters, the official poster guidelines must be followed at all times.
7. Candidates are not allowed to contact members en masse, except in events organized by the Election Committee or unless otherwise instructed by the Election Committee.
8. Campaigning in SASSE or SSE related social media channels is not allowed. The Election Committee may choose to give all candidates equal opportunities to market themselves in internal social media channels or may do so itself.
9. No official SASSE logos may be used in campaigning. This includes using pictures showcasing official SASSE logotypes or other branded features.
10. Using paid advertisements in any type of communication channel is forbidden.

## **4.5 § – SANCTIONS**

Violating any rules set up by SSE or SASSE shall be treated as breaking the rules of the election. Such violation may lead to disciplinary actions in accordance with the disciplinary statutes of SASSE or the Appendix of the election regulations.

The sanctions below can be imposed on candidates who do not follow the Election Regulations.

If suspicion is either brought to the Election Committees' attention or suspected by the Election Committee itself, the Committee is to immediately consult with the Statute Interpretation Committee (the Disciplinary Committee) to decide whether or not a candidate has broken the Election Regulations, Statutes or any other relevant SASSE document.

Once such a consultation and possible investigation is completed, a sanction can be imposed on a candidate.

This reprimand is then authorized and put into effect by a decision made by the Statute Interpretation Committee. The Statute Interpretation Committee may not take this decision without first consulting the Election Committee. The decision taken by the Statute Interpretation Committee is final and may not be revoked by any other entity.

### **List of possible sanctions**

#### **4.5.1 §**

The Election Committee may impose the following sanctions on a participant in the election (Candidate or any SASSE member), after a consultation with the Statute Interpretation Committee:

- a) Undisclosed Warning. An undisclosed warning is given to the participant. This may be written or verbal.
- b) Official Statement. A formal statement from the Election Committee is published on the SASSE portal. The statement shall include which part of the Election Regulations, and in what way, the participant has violated them. The candidate shall also be notified that repeated violation of the rules may lead to disqualification from the elections.

## **4.5.2 §**

The Statute Interpretation Committee (the Disciplinary Committee), after consultation with the Election Committee, can make a decision to impose the following sanction on a participant in the election:

- a) Disqualification from Election. A candidate cannot be elected to any position in the SASSE election for the current year. The candidate must discontinue her/his campaign immediately. A formal statement from the Election Committee must be published on the SASSE portal. The statement shall include which part of the Election Regulations, and in what way, the candidate has violated.

If a candidate, or any other SASSE member, has severely violated the Statutes of SASSE, or any other relevant SASSE document, that individual may be subject to an investigation with repercussions that exceeds the elections. If this is the case, the disciplinary statutes of SASSE is to follow as it overrules what is stated in the Election Regulations. Guidelines for reprimands can be found in the appendix of this document and in the disciplinary statutes of SASSE.

## **4.6 § – Appeal**

Any reprimand given by the Election Committee can be appealed to the Statute Interpretation Committee. It is not possible to appeal a decision taken by the Statute Interpretation Committee regarding the elections and different sanctions.

Any appeal errand shall be considered with utmost haste; however, no guarantee can be given that such an appeal will not affect the campaign of the sanctioned candidate.

If a decision is taken by the Statute Interpretation Committee during the election, this should be reported to the Student Council during the following meeting together with a description and explanation of what has happened and why a certain decision was taken.

## **4.7 § – VOTING**

The Election Committee is, together with the President of the Tech Committee, responsible for creating and upholding an electoral register. This register shall be completed no later than two days before voting starts.

When voting, it shall not be possible to trace a particular vote to any individual voter.

Voting may be executed electronically, through an online survey or other means, or through using physical ballot boxes.

While voting, ballot boxes shall be supervised by at least two members of the Election Committee. During other times, the ballot boxes and their contents must be stored in a safe until the Student Association Council has approved the results of the elections. The only exception to this is when votes are counted.

When voting, the Election Committee shall verify voters against the electoral register. The voting system should be constructed in a way that ensures that every member only gets to vote in the election once.

In case of using an electronic voting system, the system shall be configured by the Election Committee in cooperation with a SASSE member who has the necessary skills. This member may not be a candidate in the Elections. When an online survey is used, the Board of Directors shall approve the structure of said survey before it is sent out.

Only the Election Committee, at least one Internal Auditor and up to two members of the Board of Directors may be present when votes are counted.

The counting of votes shall be summarized in the minutes of the Election Committee. The Keeper of the minutes and the Election Committee President, who may not be the same person, must both sign these minutes.

Only members who have paid their membership fee before the voting period begins are allowed to vote in the elections.

## **4.8 § – INTERVIEWING, DEBATING AND QUESTIONING**

As stated previously, the election needs to contain some sort of interviewing process, a debate between candidates, a possibility to ask questions to the candidates or similar. This shall be carried out during the weeks before the election week and, if necessary, during the election week.

This process may not violate the integrity of any SASSE member or the values of SASSE. The process may not violate any of the regulatory documents of SASSE (Statutes, regulations, policies and guidelines). Any such violation may lead to a disciplinary errand.

All activities and events shall be held in English, as this is the formal language of SASSE. Rarely, exceptions can be made if there is an external party involved.

All candidates for each position shall have an equal opportunity to express why they are the most suitable person to be elected.

A potential violation of the Election Regulations, the Statutes or any other relevant document of SASSE by an interviewer, Election Committee representative, or any other member of SASSE, is treated equally as a candidate's and governed by sections 4, 4.1 and 4.2. in this document.

## **4.9 § – ANNOUNCEMENT OF ELECTION RESULTS**

The Election Committee shall organize the Election Pub Evening, which takes place on the evening of the last Election Day.

The Election results shall be announced during the Election Pub evening. The results shall also be made available under the auspices of the SASSE Board. in such a way that all members easily can gain access to the information.

The SASSE Board is responsible for organizing activities for candidates to the SASSE Board, in collaboration with the Election Committee, on the Election Pub Evening.

Arranging activities for the positions of Board of Directors and Chair of the Council during the spring election is optional, and it is if deemed appropriate the Board of Directors' responsibility to organize these in collaboration with the Election Committee.

The results shall be made available on the premises of the Student Association, as well as on SASSE.se, no later than one working day after the Election Pub evening. These results shall also be announced in the next newsletter of SASSE on the Student Portal, on SSE's intranet or other suitable channels.



One person may not have two different elected positions within the Student Association simultaneously. If the person already has an elected position or has been elected to two different positions during the same election, the person has to disclaim all but one position in such a way that the individual will not violate the first sentence.

If running for multiple positions, that person shall inform the Election Committee of preference before-hand. If elected for multiple positions, the candidate shall be considered to disclaim all but the one with the highest preference.

The SASSE Council shall approve the result of the Elections and put them on file. The Election Committee shall present the result to the SASSE Council no later than the last Council meeting of the calendar year in which the elections took place for the fall elections. For the spring elections, the results are approved directly after the meeting minutes from the next ordinary Council Meeting has been approved and signed by the protocol validators.

## **Chapter 5 – Interpretation of these Regulations**

### **5.1 §**

If there is any uncertainty regarding these regulations, the Board of Directors shall make a first interpretation.

If any one part wishes to appeal this interpretation, the Statute Interpretation Committee shall be summoned. The interpretation from said committee may not be appealed.

# **Appendix – Clarification on the Imposition of Sanctions**

## **A.1 – GENERAL INFORMATION REGARDING REPRIMANDS**

The reprimands can be given in any order. Each reprimand can be given several times. A participant who deliberately violates the Election Regulations shall be more severely punished than a candidate who does so by mistake. However, not knowing about the rules of the election is not a mitigating condition for the participant.

The deciding bodies shall take into consideration the history of reprimands when judging whether or not to give a participant a reprimand. A participant who already received a reprimand before has a lower threshold.

## **A.2 – EXAMPLES**

The following examples are meant to guide the Election Committee in the giving of reprimands. It should be emphasized that these examples are meant as guidelines, not rules.

### **A.2.1 – Warning**

1. A candidate puts up a poster in a place where it is not permitted. For example in the school premises, on the walls or by putting up several posters at each poster board.
2. A candidate campaigns in official SASSE Facebook groups.
3. A candidate makes an official campaign speech at a SASSE event without connection to the Elections.

### **A.2.2 – Official statement**

1. A candidate campaigns officially in the school premises.
2. A candidate has already received a warning for putting up posters where it is not permitted. The candidate now campaigns in an official SASSE Facebook channel or takes other actions that might in the first case have resulted in a warning.
3. A candidate is campaigning by spreading negative publicity against other candidates.

### **A.2.3 – Disqualification**

1. A participant acts in a way that is illegal according to Swedish law.
2. A participant has repeatedly broken the Election Regulations and/or is behaving in a way that goes against fundamental values of the Student Association.

### **A.3 – Other Sanctions**

Above stated examples give a picture of possible sanctions. However, if a member (candidate or not) has seriously violated the election regulations or other documents of SASSE, the repercussions may exceed merely a disqualification from the election. If serious enough, a disciplinary errand investigation may be initiated, which may result in expulsion from SASSE. More information on this can be found in the Disciplinary Statutes of SASSE.



THE STUDENT ASSOCIATION

# RECRUITMENT REGULATIONS

**Last revised by:**

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*15th of May 2020*

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**The Student Association at the Stockholm School of Economics**

## 1 § PURPOSE

To further continue our goal of an open and just SASSE, it is reasonable that the interview process of all the positions within our organization is conducted in the same manner to ensure equal treatment and equal chances for all our members. This regulatory document contains recruitment guidelines and regulations that should be considered a minimum standard.

## 2 § PROCEDURAL GUIDELINES

All interviews for positions within committees and projects must be conducted under equal conditions. Thus the recruitment for all positions in SASSE should adhere to the following guidelines:

1. All information that could be considered necessary for the applicant or the members in general must be transparently announced under equal conditions.
2. The information about open positions must be published on both the SASSE Website and SASSE Members.
3. In case it is decided to do run-ins (“inspring”), one must set out to conduct run-ins in all programs (Applies to Bachelor and Master programs).
4. Applications must be announced and open to all BSc and MSc members of SASSE . An exception is made for positions which require functionaires from a certain programme or year of study.
5. All applications must be open for a **reasonable amount of time** and go through [sasse.se](http://sasse.se).
6. It is recommended to conduct interviews for all positions in SASSE, but is a requirement for all position 0.50 exchange merits and over. If interviews are given, all applicants must be given the opportunity for an interview. At least two people must partake in conducting the recruiting and interviewing process. When interviewing, one should have the main responsibility to lead the interview, and another to document the answers of the interviewee.  
All interviewers shall participate in the evaluation of the interviewee.
7. During the evaluation process, the interviewers shall express their individual evaluation according to an order established before the interviews with the basis on the level of conflict of interest, with the most impartial going first. At least one of the intereviers shall, to the extent possible, have no previous relationship with the interviewee. An interviewer must rescind themselves if there is a substantial conflict of interest.

8. The purpose of the interviews should be to give all applicants an opportunity to present relevant qualifications for the applied position, as well as give the interviewer an opportunity to meet the candidates and make a well-informed decision.
9. The President, Chair or leader(s) which is ultimately responsible for the body related to the recruitment has the responsibility to ensure that the interviews are carried out in an objective and proper manner. This consideration is especially important when appointing functionaires to conduct interviews and/or issue recommendations.

### **3 § EVALUATION PROCESS**

In order to ensure that applications are evaluated on equal standards, and that all applicants are treated equally, the following guidelines applies to the evaluation process:

1. The evaluation criteria for the evaluation of applications must be set by the recruiter beforehand and communicated to applicants in relation to the announcement of the recruitment.
2. Two to five evaluation parameters with quantitative scale. The questions you ask must provide opportunity to evaluate the candidate from the set parameters.
3. The evaluation criteria must be relevant for the position.
4. An interview may include role-specific questions and/or a case. They may also include five quick questions, and these must be directly related to the parameters.
5. The evaluation criteria must be competency/experience based and not SASSE-specific (Example: “Applicant has experience of performing in front of large audiences” NOT: “Applicant has been a member of Friedmans Apostlar for at least 3 months”)
6. The evaluation of an applicant must be conducted in written form (quantitatively or qualitatively).
7. The final decision lies with the person in charge of the recruitment, but he/she should be able to justify the choice. The functionaires responsible for the recruitment have the responsibility to investigate other engagements within or outside of SASSE, in order to ensure that no individual takes on too much work, or too big of a share of SASSE’s available positions. The interviewer shall also, to the best extent possible, consult with the interviewee’s other leader(s) with regards to the expected workload and their ability to fulfil the role.

## **4 § AFTER THE RECRUITMENT**

All unsuccessful applicants should be given the opportunity to get feedback from their interview. All unsuccessful candidates must be explicitly provided with the offer of feedback, to be given by the interviewer.

Alleged violations with regards to the recruitment regulations shall be handled through a formal appeal in accordance with the statutes. The Statute Interpretation Committee is then responsible for hearing all concerned parties and submit a statement to the SASSE Council which will handle the matter in a closed session.



THE STUDENT ASSOCIATION

# FINANCIAL REGULATIONS

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**The Student Association at the Stockholm School of Economics**



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## **Dictionary of central concepts and definitions**

Voucher	Verifikation
Coding	Kontering
Profit centre manager	Resultatansvarig
SASSE operating year (first day of March – last HHSS räkenskapsår (första mars – sista day of February)	februari)
Profit centre	Resultatenhet
Monetary remuneration	Monetär ersättning
Authorisation / Authorisation rights	Attestering / Attesteringsrätt
Student Association active	Kårfunktionär

## **Chapter 1: THESE REGULATIONS**

These regulations govern who is responsible for what in respect of the finances of the Student Association at the Stockholm School of Economics (SASSE) and their internal relationships. Definitions of words and posts are found in the SASSE Constitutional rules.

### **1.1 §**

It is the responsibility of each and every Student Association active to inform themselves about the content of these regulations.

### **1.2 §**

The resigning Treasurer shall before the end of the SASSE operating year present these regulations to the newly elected SASSE Board.

### **1.3 §**

The incumbent Treasurer shall present these regulations to newly appointed profit centre managers.

### **1.4 §**

The Board of Directors shall present these regulations to newly elected Student Association Council members before their first Student Association Council Meeting.

## **Chapter 2: POSITIONS AND DEFINITIONS**

The following holds a function relating to the financial wardenship of SASSE

- a. The Student Association Council,
- b. The Student Association Board,
- c. The Treasurer,
- d. The SASSE President,
- e. Profit centre managers,
- f. Project Managers for larger projects,
- g. The Internal and External Auditors

### **2.1 §**

It shall in the SASSE budget be clear what units of the Student Association that are profit centres.

## **2.2 §**

The profit centre manager is the individual who is responsible for the operation of a profit centre.

### **2.2.1 §**

If a profit centre has more than one responsible member for its operations, these individuals shall among themselves appoint a profit centre manager, and notify the Student Association Board, which shall enter this member's name into the minutes.

### **2.2.2 §**

All Project Managers shall hand in financial reports to a member of the SASSE Board. Profit centre managers, the Treasurer, and the SASSE President shall hand in financial reports to the SASSE Board. The SASSE Board and Board of Directors shall hand in financial reports to the Student Association Council.

## **2.3 §**

Of substantial financial burden to SASSE is a budget of a new project with a budgeted negative net result of more than SEK 20,000, or a budget revision, which decreases the net budgeted results by more than SEK 20,000.

## **2.4 §**

A project is defined as all projects included in the SASSE budget.

## **2.5 §**

A large project is defined as a project with a turnover exceeding SEK 100,000.

## **Chapter 3: RESPONSIBILITY AND DELEGATION**

### **3.1 §**

A Student Association official or group that is responsible for a task shall ensure that it is performed correctly.

### **3.2 §**

A Student Association official or group may delegate the performance of a task to second party. However, in doing so, the responsibility stated in § 3.1 still applies.

### **3.3 §**

Given directives does not transfer responsibility to the party issuing the directive. A Student Association official or group that has received a Directive from the Student Association Board or Student Association Council in matters affecting such a task is still responsible for this task.

### **3.4 §**

A Student Association official or group which for any reason cannot fulfill a given task are obliged to inform the nearest superior authority who in turn is obliged to take measures.

## **Chapter 4: AUTHORISATION OF PAYMENTS**

### **4.1 §**

Authorisation of payments means approving payments. This means approving any incoming invoices and cash disbursements made.

### **4.2 §**

Authorisation rights automatically befall the profit centre manager. This person may choose to delegate the authorisation rights, which in such case must be notified to the Student Association Board and entered into the minutes.

### **4.3 §**

Each item of expenditure shall be authorised (countersigned) by two people, one of whom is the profit centre manager of the profit centre to which such expenditure is to be charged, and the other shall be the Treasurer or the SASSE President.

#### **4.3.1 §**

Both the Treasurer and the SASSE President shall authorise expenses charged to a profit centre for which the Treasurer or the SASSE President is responsible for the financial results.

#### **4.3.2 §**

Expenditures larger than SEK 50,000 shall be authorised by the profit centre manager of the concerned profit centre, the Treasurer and the SASSE President.

## **Chapter 5: PLANNING AND BUDGETING**

### **5.1 § BOARD OF DIRECTORS**

It is the obligation of the Board of Directors to:

- a) Analyse SASSE's finances from a long-term perspective. A long-term perspective refers to at least the last five operating years.
- b) Draft a proposition for budget guidelines for the upcoming operating year based on the above mentioned analysis and last year's final accounts (i) ahead of the preliminary budget, and (ii) ahead of the definitive budget.
- c) Present the analysis and proposal for budget guidelines (i) in the case of the preliminary budget no later than December, (ii) in the case of the definitive budget no later than February.
- d) Submit comments on the preliminary budget proposed by the Student Association Board,
- e) Submit comments on the definitive budget proposed by the Student Association Board

### **5.2 § THE STUDENT ASSOCIATION COUNCIL**

It is the obligation of the Student Council to:

- a) Have decided upon the budget constraints for the following operating year at the last day of December, at the latest. The budget constraints can be expressed in terms of monetary amounts or more general directives.
- b) During the last Student Council Meeting of the operating year, decide upon a preliminary budget for the next operating year.
- c) Decide upon a definitive budget for the operating year based on the Board's proposition for budget changes. This should be done before the end of the spring semester, but no later than in conjunction with the presentation of the annual accounts for the previous year
- d) Continuously decide upon budget revisions or budgets for projects that have come into existence during the operating year, and which will be of substantial financial burden to SASSE or has a revenue exceeding SEK 50,000.
- e) Continuously decide upon new investments that exceed SEK 20,000.

## 5.3 § THE STUDENT ASSOCIATION BOARD

It is the obligation of the Student Association Board to:

- a) At the last Student Council meeting of the financial year propose a preliminary budget for the upcoming financial year. The preliminary budget shall be based on the budgetary guidelines decided by the Student Association Council and the current year's budget and interim report. Any deviations from the guidelines decided by the Student Association Council shall be clearly identified and motivated. The proposal shall be accompanied by notes for all items.
- b) Before the end of the spring semester, but no later than the previous year's financial statements are presented, submit a proposal on the definitive budget for the current fiscal year. The budget shall be based on the budgetary guidelines decided by the Student Association Council, previous operating year's definitive budget and interim report, and the preliminary budget for the current fiscal year. Any divergence from the budgetary guidelines given by the Student Council should be clearly marked and motivated. The proposition must be accompanied by notes on all items and a definite operating plan.
- c) Continuously put forward budget propositions to the Student Association Council for projects which has come into existence during the operating year and which will be of substantial financial burden to SASSE, or has a turnover exceeding SEK 50,000. All such approvals shall be counted towards the SASSE Board's total limit in § 6.3.(c).
- d) Continuously decide upon budget revisions as well as the budgets of projects that have come into existence during the operating year that increase turnover by less than SEK 50,000 or decrease budgeted net result by up to SEK 20,000. All such approvals shall be counted towards the SASSE Board's total limit in § 6.3.(c). The Board shall report all budget revisions and new project budgets to the Student Council.
- e) Continuously decide upon new investments that do not exceed SEK 20,000. All such approvals shall be counted towards the SASSE Board's total limit in § 6.3.(c). In addition, the SASSE Board may also approve any corresponding depreciation budget.

## **5.4 § PROFIT CENTRE MANAGERS**

It is the obligation of a profit centre manager to:

- a) Aid the Board in the drafting of a budget proposition for his or her profit centre.

## **Chapter 6: ONGOING FINANCIAL MANAGEMENT**

### **6.1 § PROJECT MANAGERS FOR LARGE PROJECTS**

#### **Must:**

- a) Ensure that they only take costs equivalent to the income that is secured. With secured income means written confirmation by mail, contract or similar form.

### **6.2 § PROFIT CENTRE MANAGERS**

#### **Are entitled to:**

- a) Give advance approval for costs that can be accommodated within the budget.
- b) On his or her own responsibility give advance approval for costs that exceed a budget item by up to SEK 3,000 net. In this way, the profit centre manager may approve costs exceeding the budget by in total SEK 10,000 net for the profit centre. This does not include goods purchased for sale on an already-existing budget account.
- c) In addition to point b), take budget-exceeding costs that are directly correlated to budget-exceeding revenue. See example in Appendix 1.
- d) Refer to the Student Association Board for consideration costs exceeding the budget in addition to those permitted as stated above.
- e) Delegate coding rights to another person, which in such a case shall be notified to the Student Association Board and entered in the minutes.

#### **Must:**

- f) Propose coding for each voucher.
- g) Authorize vouchers within five working days.

## **6.3 § THE STUDENT ASSOCIATION BOARD**

### **Is entitled to:**

- a) Give advance approval for costs that exceed budget by up to SEK 20,000 for a project,
- b) Give advance approval for overdrafting an investment budget by up to SEK 20,000 for a single investment.
- c) In this way, the Student Association Board may approve the budget being exceeded by in total SEK 30,000 net for each profit centre, though no more than SEK 100,000 net for the Student Association in total. This limit of SEK 100,000 shall apply in aggregate to all budget-exceeding costs, budget revisions, new projects, new investments, and overdrafts of investment budgets approved by the SASSE Board.

### **Must:**

- d) Refer to the Student Association Council any budget revisions exceeding those permitted in (b) and (c). This does not refer to the purchase of goods for sale on an already-existing budget account.

## **6.4 § THE TREASURER**

### **Must:**

- a) Draw up and document routines for the ongoing financial operation,
- b) Be responsible for documenting those of the Board made decisions about the budget exceeding costs and the new projects that are added during the fiscal year.
- c) Enter vouchers submitted within five working days. These vouchers must be drawn up according to applicable Swedish law.

## **Chapter 7: FOLLOW UP**

### **7.1 § PROJECT MANAGERS FOR LARGE PROJECTS**

#### **Must:**

- a) Notify the Student Association Board when there is reason to fear significant deviation from the budget on an annual basis. Significant deviation means that the project results can be expected to deviate upwards or downwards by more than 20 per cent of the turnover. However, all deviations above 20,000 SEK have to be reported. See example in Appendix 1.



## 7.2 § PROFIT CENTRE MANAGERS

### Must:

- a) Compare outcomes and budgets on an ongoing basis and in collaboration with the Treasurer investigate any deviations between them,
- b) Notify the Student Association Board and Student Association Council of any risk of a material deviation from the budget. A 'material deviation' means deviations exceeding SEK 10,000, or more than 20 per cent of the budgeted amount.
- c) Notify the Student Association Council if the Student Association Board has made recommendations that are unacceptable to the profit centre manager,
- d) Present comments on major deviations in the budget to the Student Association Council. A 'major deviation' means deviations for an item exceeding SEK 5,000, or more than 30 per cent of the budgeted amount. However, comments must always be made on deviations exceeding SEK 20,000.

## 7.3 § THE TREASURER

### Must:

- a) Be responsible for the financial monitoring and notify profit centre managers when performance outcomes are available.
- b) Check that profit centre managers perform their tasks and notify the Student Association Board if this is not the case.
- c) Notify the Student Association Board if there is a risk of material deviations in the full-year budget. Material deviations in this context refer to a deviation of more than 1% of the total annual budget.
- d) Compile an interim report as per 31 October and present it to the Student Association Board. Interim financial accounts should include depreciation and major accrued expenses, when necessary broken down into a standard format. The interim report shall include a comparison with the full-year budget,
- e) Compile annual accounts and present these to the Student Association Board.

## **7.4 § THE STUDENT ASSOCIATION BOARD**

### **Must:**

- a) Take measures in the event of non-compliance with the rules contained here. If the Student Association Board cannot take measures to resolve the problem, the Student Association Board must notify the Student Association Council,
- b) Present an interim report to the Student Association Council at the last meeting of the Student Association Council during the autumn semester.
  - i. The interim report shall be accompanied by notes for all items, an analysis of the results, a comparison with the full-year budget, a forecast for the full year and proposed measures,
- c) Present annual accounts for the previous fiscal year to the Student Association Council no later than at the last meeting of the Student Association Council in the spring term of the new operating year,
  - i. The annual accounts shall be accompanied with notes for all items, an annual report and an analysis of the financial results.

## **7.5 § THE STUDENT ASSOCIATION COUNCIL**

### **Must:**

- a) Decide on any measures that should be taken when the profit centre manager or the Student Association Board reports deviations from the budget,
- b) Discuss the interim report and decide on directives prior to the remaining operating year.

## **Chapter 8: EVALUATION**

### **8.1 § THE BOARD OF DIRECTORS**

#### **Must:**

- a) Analyse the annual accounts and issue a statement to the Student Association Council first about the results and second about the financial management process during the year.

## **8.2 § THE STUDENT ASSOCIATION COUNCIL**

### **Must:**

- a) Evaluate the results after the end of the operating year. This evaluation shall be based on the annual accounts, comments made by the profit centre managers and the statement from the Board of Directors,
- b) Evaluate the financial management process during the year. This evaluation shall be based on the audit report and the statement from the Board of Directors,
- c) Decide on a discharge from liability for the Student Association Board,
- d) Decide on possible sanctions in accordance with Chapter 10.

## **Chapter 9: MONETARY COMPENSATION**

The net amount for compensation is based on the total amount of both study aid and loans that a Swedish full-time student receives from CSN (the Swedish National Board of Student Aid). Compensation shall be given out so that a full-time board member receives per month, net after tax, the same amount as a Swedish student receives in study aid from CSN. As such, the compensation for a full SASSE year of ten months shall correspond to 40 weeks' CSN study aid. For example, see Appendix 1.

Monetary compensation to Student Association Board members and Publisher (if other than a member of the Student Association Board) is awarded as follows:

100% corresponds to remuneration for a full SASSE-year of ten months, i.e. remuneration is paid out regularly for March, April, May, half of June, half of August, September, October, November, December, January, and February. In February, remuneration is divided so that one half is paid out in February and the remaining half is paid out when the Student Association Board has presented its final accounts to the Student Association Council. Remuneration equal to 100% is awarded to the Vice President and the Presidents of the Business and Education Committees.

Remuneration to the President of the Student Association is equal to 110%, i.e. remuneration is paid out regularly for March, April, May, half of June, August, September, October, November, December, January, February, and half of March. The remuneration for half of March is paid out when the Student Association Board has presented its financial accounts to the Student Association Council.

The remuneration to the Treasurer is equal to 120%, i.e. remuneration is paid out regularly for March, April, May, half of June, half of July, August, September, October, November, December, January, February, and March. The remuneration for the last March is paid out to the Treasurer when the Student Association Board has presented its financial accounts to the Student Council.

The other members of the Student Association Board and the Publisher (if not a member of the Student Association board) receive remuneration equal to 10% of a full year's amount. Half of this remuneration is paid after the Student Association Board has presented its interim report to the Student Association Council and the remaining half after the Student Association Board has presented its financial accounts to the Student Council.

## **Chapter 10: SANCTIONS**

If a Student Association official or group has not performed their tasks in a satisfactory way, the Student Association Council may decide on the sanctions described below.

### **10.1 § ADVERSE COMMENT**

If an official or group has been negligent, the Student Association Council may decide to enter an adverse comment about this in the minutes of a meeting.

### **10.2 § REPRIMAND**

If a Student Association official or group has been seriously negligent, or when such negligence has had serious consequences, the Student Association Council may decide to issue a reprimand to the party concerned.

### **10.3 § REPAYMENT**

If a Student Association official has used the funds of the Student Association inappropriately, the Student Association Council may decide on an obligation to repay such amount by a two-thirds majority.

### **10.4 § SUSPENSION/BARRING**

According to SASSE Constitutional rules § 3.1.4:

*"An ordinary member who intentionally breaches the rules and instructions of the SASSE or in some other way intentionally causes material harm to the SASSE may, by at least a two-thirds majority decision made by the Student Association Council, be suspended for a certain period of time or permanently barred from engaging in the activities of the SASSE."*

### **10.5 § SUSPENDED REMUNERATION**

According to SASSE Constitutional rules 3.3.21 §:

*"The Student Association Council is entitled to refuse to pay the remuneration of an ordinary member who, by at least a two-thirds majority decision made by the Student Association Council, has grossly mismanaged their assignment."*

# **Chapter 11: SASSE CLOTHING POLICY**

## **11.1 § DELIMITATION**

This policy pertains to clothes used at events where a representative of SASSE is required to observe a certain dress code. This demand entails a potential financial burden for the individual student, which is why SASSE subsidizes the purchase. Clothes used for representation is defined as such products whose purchase is booked in the specific account 4061 (Sw: Representationskläder). This policy does not pertain to such products whose purchase is booked in the specific account 4060 (Sw: Arbetskläder), since these reasonably cannot be used for private purposes.

## **11.2 § WEARING**

When wearing clothes intended for representation it shall always be clear that one represents SASSE, through the wearing of pin, medal, small medal, or other item that display the logo of SASSE or the SASSE colour, which specifically is coded PANTONE 2627.

## **11.3 § BUY-OUT**

The user of clothes for representation has the possibility at the end of the year to purchase these from SASSE, at a cost of 10 per cent of the nominal purchase amount.

# Appendix 1

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## 6.2 § PROFIT CENTRE MANAGERS

### Is entitled to:

- c) In addition to point b) also entitled to take budget-exceeding costs that are directly correlated to budget exceeding revenue. See example in Appendix 1.

#### Example 1:

Enoka is project manager for the project "Work Day". The project has three participating companies more than budgeted. Enoka then has the right to take the costs that are directly correlated to said companies participation, such as hire of stand tables, food for company representatives and tickets to the banquet, etc.

#### Example 2:

Enok is responsible for an event in the SASSE premises. Due to unexpectedly high demand on food and alcohol the budgeted amount of products for the bar is insufficient. Enok then has the right to take costs for additional products to sell that are directly correlated to increased revenue from the sale of said products.

## Chapter 9

For October 2019, the CSN's student grants and loans is 10,676 SEK for a four-week period. Therefore, the net fee for a full-time board member in October 2019 is 10,676 SEK. At this rate, the net fee for a full SASSE year of 40 weeks is  $10 \times 10,676 \text{ SEK} = 106,760 \text{ SEK}$ .



THE STUDENT ASSOCIATION

# COMMUNICATION POLICY

**Authored by:**

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*15th of May 2020*

*Approved by the council 2020-05-27.*

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**The Student Association at the Stockholm School of Economics**

# **1. INTRODUCTION**

Communication is a strategic tool and should be used to adhere to the central mission of SASSE; *To create good camaraderie and look over our members' Joint interests.* For the communication to be efficient and purposeful, this document contains guidelines, responsibilities and processes with regards to the official communication by functionaries within the organisation, or by the organisation as a whole towards the public or the stakeholders of SASSE.

## **1.1 DEFINITION**

Here, the communication of SASSE is defined as all transfer of information by members and bodies within the organisation, or by the organisation itself, towards all stakeholders of SASSE.

# **2. COMMUNICATIVE PRINCIPLES**

## **2.1 MEMBER BENEFITS**

Member benefits in the form of social, educational, professional benefits and opportunities within and outside of SASSE shall be communicated through SASSE's official communication channels with the highest accessibility to all members

## **2.2 PERSONAL INFORMATION**

All functionaries handling personal information has the responsibility to make sure that such information is not shared unless there's a legitimate reason connected to a task related within their scope of responsibilities. If any uncertainties arise, the functionaire should contact the President of the Tech Committee.

## **2.3 CONFIDENTIAL INFORMATION**

Sensitive information that a functionaire has received or been given access to as a result of their area of responsibility should be kept strictly confidential unless there's a clear reason for communicating the information.



## **2.4 MINIMUM STANDARD**

All official communication of SASSE shall be

- a) In english
- b) clear and coherently designed to meet the purpose of the communication
- c) nondiscriminatory and culturally aware, as well as,
- d) clear of vulgarity and personal attacks.

## **3. COMMUNICATION CHANNELS**

SASSE's official communication channels shall be used to make SASSE's communication freely accessible to all members. The sole use of official channels on external platforms, such as Facebook and Instagram, is not to be considered fully accessible to all members. New communication channels should not be established without consulting the President of the Media Committee. SASSE's existing official communication channels are defined in the Communication guidelines.

### **3.1 RECURRING COMMUNICATIONS**

- a) Member benefits
  - i) Social
  - ii) Educational
  - iii) Professional
- b) Formal communication
  - i) Decision notices
  - ii) Elections and recruitments made
  - iii) Regulatory changes
  - iv) Regulatory Documents

## **4. REPRESENTATIVE COMMUNICATION**

The President of SASSE is the only authorized spokesperson allowed to officially speak on behalf of SASSE in external settings unless otherwise stated in the regulatory documents. Exceptions can be made if the President of SASSE delegates the word, or if the SASSE Board or the SASSE Council grants a member or a group of members to represent SASSE in an external setting (e.g. a Representation Trip).

## **5. MONITORING**

The President of the Media Committee has the main responsibility to monitor the communication from any body within the organisation towards the members, as well as to make sure that relevant communication processes are established, although every body is primarily responsible for their communication towards the members as well as other bodies within the organisation.

### **5.1 RESPONSIBILITIES**

- a) Overall monitoring of communication - President of the Media Committee
- b) Communication Guidelines - President of the Media Committee
- c) Overall monitoring with regards to Cultural, religious, or gender considerations - representative
- d) Decisions involving personal information - President of the Tech Committee
- e) Companies and Corporate Relations - President of the Business Committee
- f) SASSE's general values and the principles of SASSE's communication - All Elected Officials

## **6. FEEDBACK LOOPS BETWEEN MEMBERS AND DECISION MAKERS**

The Director of Member Engagement shall have the main responsibility to ensure that the organisation has functioning processes with the purpose to continuously collect information of all member's current interests. The collection of information may be delegated to the SASSE Board that has the operational responsibility to ensure that means of expressing opinions are made available with the lowest barrier to all members.

### **6.1 EXPECTED PROCESSES & FUNCTIONS**

- a) Active collection of feedback
  - i) Continuous specific and general surveys
  - ii) Feedback sessions
  - iii) Mingles
- b) Passive receiving of feedback
  - i) Whistleblowing
  - ii) Established digital feedback loop between members and decision-makers.



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THE STUDENT ASSOCIATION

# COMPANY POLICY

## **Authored by:**

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## **Last revised by:**

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**Student Association at the Stockholm School of Economics**

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*This document regulates how contacts are to be managed between the Student Association at the Stockholm School of Economics and stakeholders from the business community.*

## **1. CONTACTING COMPANIES FOR SASSE PROJECTS**

All SASSE projects that wish to engage with companies must do so in collaboration with the Business Committee (BC/NU). Prior to contacting companies, there must be a dialogue with the Business Committee President regarding the offer, pricing, choice of company/ies and the contract itself. The Business Committee Board is responsible for providing the relevant information regarding company contact while it is the responsibility of the project coordinator in each committee to set up a meeting with the Business Committee President prior to contacting companies. Moreover, it is the responsibility of each Committee President to make sure that the Business Committee President is notified whenever a company relations role is to be recruited as part of a SASSE project. The Business Committee Board is the only body with the right to decide how other SASSE members should handle company contact, and depending on the circumstances at the time of contact, certain regulations may be applied not specified in this policy. In such cases, all SASSE projects must follow the guidelines given by the Business Committee President.

The purpose of the Company Policy is threefold. First, it is meant to make sure that projects receive sufficient guidance prior to initiating company contact. Second, the rules in this document are in place to protect the financing of SASSE as an organization. Third, the rules exist to assure that SASSE is perceived as a unitary and professional organization by the business community.

### **1.1 CONTRACTS**

All sponsorship agreements between companies and the Student Association must be approved by the President of the Business Committee. Sponsorships and collaborations that amount to more than SEK 10 000 in monetary value must be agreed upon in a written agreement. The President of the Business Committee signs such agreements. Exceptions to the requirement of written agreements can be made by the President of the Business Committee.

## **Pricing**

The pricing of company sponsorships is always decided by the President of the Business Committee for all SASSE projects and committees, in order to ensure that events and services provided by the Student Association are priced with consistency.

### **1.2 THE BUSINESS COMMITTEE COMPANY LIST**

The Business Committee is responsible for keeping an updated list of important company partners. This list may be in the form of a compiled document, or embedded in a CRM-system. Companies on this list are divided among the Key Account Managers of the Business Committee Board. If a member of SASSE wishes to approach any company, included or not included on the Company List, with a proposition on the behalf of SASSE the member must first contact the responsible Key Account Manager. The purpose of the Key Account Manager is to be responsible for the relationship between the Association and the concerned company and thus make the determination if and how this company may be approached.

## **2. RULES GOVERNING COMPANIES FROM CERTAIN SECTORS**

Overtime SASSE has identified certain sectors of companies that have proven problematic to collaborate with as they do not align with the values of SASSE. SASSE aspires to be a welcoming organization and certain companies and their presence at SSE may contradict that. Below follows a list of different sectors that SASSE can only collaborate with under certain restrictions.

When a SASSE member contacts companies there should always be an ongoing reflection of how the corporate sponsors may have an impact on the brand of SASSE and SSE. If there is a suspicion that a company may be inappropriate to collaborate with, due to any type of controversy, contact any member of the Business Committee Board to discuss this.

### **2.1 ALCOHOL, GAMBLING AND TOBACCO**

- i. SASSE does not want to take an active role in promoting alcohol, gambling or tobacco to students and should never actively put those products on display. Companies from these sectors are not allowed to sponsor SASSE projects since the exposure of the company will make it difficult to determine the difference between the product and the company.

- ii. Companies within these sectors may under certain restrictions participate in SASSE activities to market job opportunities. If the Business Committee President finds it appropriate, they may take part in corporate events such as presentations and career fairs, but the companies in question may still never market their products. The restriction on marketing the products includes all communication during events as well as by any other means.
- iii. An individual assessment of appropriateness must be conducted case by case in order to determine whether a sponsorship deal is suitable. Exceptions may be made for events where the sponsoring and trademark are consistent with the purpose of the event, and in that case the decision must be made by the President of the Business Committee.

## **2.2 STAFFING, RECRUITMENT, HEADHUNTING, RECRUITMENT NETWORKS**

- i. Collaboration with companies that are considered to be within the sectors of staffing, recruitment, headhunting or recruitment networks should be very limited. This applies to all services offered by SASSE.
- ii. The purpose of the paragraph above is that SASSE wants to;
  - a. Offer its members direct contact with future employers, without the involvement of any profit-making intermediaries.
  - b. Offer all members the same opportunities. SASSE should strive to have no selection or special treatment with regards to job opportunities provided to SASSE members.
  - c. Assure that SASSE projects are relevant to employers in terms of branding and recruitment. Moreover, SASSE should be an organization that can offer its members the opportunity to be in direct contact with potential project sponsors.
  - d. Have control of the communication channels between the business community and SASSE members. There is a significant risk of both revenue loss and spam if additional external channels are offered.
  - e. Exceptions can be made in a few specific cases. Cooperation should never be deemed to be appropriate if there is a risk of monetary loss or significant loss of student benefit as a result of the collaboration. Decisions on exceptions are made by the President of the Business Committee.

## **2.3 DRUGS, WEAPONS, PORNOGRAPHY**

- i. SASSE fully disassociates itself from companies within the sectors of drugs, weapons and pornography, and no collaborations are approved.
- ii. Companies in the defense industry may sponsor SASSE activities if the sponsorship is consistent with the purpose of the event and in that case the decision must be made by the President of the Business Committee.

## **2.4 POLITICAL COMPANIES AND ORGANIZATIONS**

- i. If a company or organization is working to achieve a clear party political standpoint, the person organizing the event at which the company is participating should clarify the party political independence of the Student Association, and clearly state the political affiliation of the participating company/organization.
- ii. The President of the Business Committee, together with the SASSE Board, makes decisions as to whether or not a company or organization is deemed to be politically inappropriate.

## **2.5 COAL, OIL AND GAS COMPANIES**

- i. SASSE fully disassociates itself from companies that have proved and/or probable coal, gas and oil reserves used for energy purposes.
- ii. A company with proved and/or probable coal, gas, and oil reserves but derives less than 50 percent of its annual revenues from said activities may sponsor SASSE activities if the sponsorship is consistent with the purpose of the event and in that case the decision must be made by the President of the Business Committee.

## **2.6 OTHER COMPANIES**

- i. Cooperation may not be initiated if the nature of a company's operations is in direct competition or conflict with the activities of the Business Committee, or the activities of other parts of SASSE that are related to the business community. Moreover, cooperation should not take place if a company's operations may be directly harmful to the Student Association in any other way.



- ii. SASSE aims to fully dissociate itself from direct collaborations with companies and organizations that do not uphold basic human rights, basic labour rights, international environmental standards or that engages in any form of corruption. For SASSE to have guidelines and definitions of such basic rights and standards, the Ten Principles of the UN Global Compact (<https://www.unglobalcompact.org/what-is-gc/mission/principles>) will be applied in interpretations as they are internationally well-known and supported by corporations around the globe. Interpretations and exceptions to this paragraph are made by the President of the Business Committee.

### **3. MARKETING**

When marketing SASSE projects and events marketing channels such as posters, SASSE social medias and the SASSE website should be used. The Business Committee offers several different other marketing channels to corporate partners, regulated below.

Property or premises of the Student Association may never be tagged with any company logo, trademark or name without the permission of the Business Committee President.

#### **3.1 EMAILING STUDENTS AT SSE**

Distributing messages to students via e-mail is a paid service that may only be used to market job offers or corporate events. Costs are regulated by the Company Guide issued by the Business Committee. The President of the Business Committee makes decisions on exceptions if such an exception could result in significant student benefit.

#### **3.2 POSTERS AND FLYERS**

The hanging of posters on Company Billboards in the SASSE premises is a paid service that may only be used to market job offers or corporate events. Costs are regulated by the Business Committee. The distribution of flyers at SASSE and SSE premises is not allowed. The President of the Business Committee shall make a decision on any exceptions regarding flyers and billboards.

#### **3.3 SASSE WEBSITE**

Corporate events organized by the Business Committee or by other SASSE projects should be communicated to students by creating an event on the SASSE website. The advert may only market the company event in question and should not be a company profile or job advertisement.

### **3.4 SASSE SOCIAL MEDIAS**

SASSE social media channels should not be used to advertise jobs or external corporate events hosted by companies. The only exception to this rule is the Facebook group “BC Opportunities” and other social media channels handled by the Business Committee President, such as the Business Committee Instagram and the SASSE Youtube channel (managed in collaboration with the Media Committee President). In other words, individual SASSE projects may not post advertisements with specific company-related information in SASSE members, on the SASSE website or on other SASSE social media channels if the content is not directly related to the SASSE event being arranged. Two examples of specific company-related information are job advertisements and general branding of the company. Exceptions to this can only be granted by the President of the Business Committee.

### **3.5 MARKETING THROUGH RUN-INS (INSRING)**

Only SASSE members may make use of a run-in to market their SASSE projects or lectures. Thus, a run-in may not be used to market individual corporate events and business representatives are not permitted to take part in run-ins at all. Exceptions to this can only be granted by the President of the Business Committee.

## **4. COMPANY PRESENTATIONS**

### **4.1 RECRUITMENT EVENTS**

Only the Business Committee is allowed to organize company presentations that focus on recruitment. This is to avoid internal competition regarding pricing and to enable presentations to be organized as professionally as possible. If other entities within SASSE wishes to organize company presentations, only the Business Committee President can approve such activities. Individual events focusing primarily on recruitment are counted and defined as *company presentations*, no matter if the presentation is held at SSE or an external location. The Business Committee Board interprets the distinction as to what constitutes a company presentation and makes decisions on exceptions to this rule.

Following the complete internationalization of SSE in 2020, all company presentations arranged at the SSE premises must be held in English. In order for no students to be excluded due to language barriers, this must be applied to all company presentations excluding presentations held at external locations. Exceptions to this rule can only be approved by the Business Committee President.

## **4.2 EDUCATIONAL EVENTS**

When SASSE projects and committees besides the Business Committee wish to engage with companies they should do so by arranging educational and inspirational events. This means that the focus in the presentation content should not be on specific job advertisements or branding of the company in question. Instead, the company should be there as a natural part of the SASSE project and present a topic that is of relevance given the project that the company in question partakes in.

The purpose of such an event is to be inspirational and educational towards the participating SSE students. During an inspirational/educational event, the company is not allowed to brand themselves as an employer or talk about their internal recruitment processes/opportunities. If the company tries to recruit students during their inspirational/educational event, this will be seen as a recruitment event and will be invoiced accordingly. The President of the Business Committee conducts distinctions and interpretations in this matter.

## **5. TREATMENT OF SSE CAPITAL PARTNERS**

### **5.1 BACKGROUND**

SASSE and SSE have for many years discussed back and forth how the two parties should approach and collaborate with the business community. Both organizations have large corporate networks and rely heavily on funding from companies. Moreover, SASSE and SSE share many companies as their largest corporate partners. Although the difference between SASSE and SSE may be very evident to the students enrolled at SSE, it can be a more difficult distinction for external parties. SASSE and SSE share the same brand, and to the outside world the two organization may be perceived as unorganized and unprofessional when they do not act in symbiosis and in a synchronized manner. In December 2016 a contract was signed between the two parties with regards to SSE's Capital Partners.

### **5.2 WHAT PROJECTS WITHIN SASSE MUST KNOW**

The contract only concerns SSE's Capital Partners and grants them certain privileges mentioned on the next page. The main part of the contract is "preferential treatment" to help the Capital Partners receive a premium status through their contributions to both SASSE and SSE. In other words, it is a way for SASSE to express gratitude towards them for choosing to finance our education. The complete list of Capital Partners can be found on the SSE website (<https://www.hhs.se/en/outreach/corporate-relations/corporate-partners/>).

The content of the contract can be found in the following heading and should be read and understood by all Project Leaders and Head of Corporate Relations within SASSE as well as the SASSE Board. Some of the points in the contract affect all projects within SASSE, such as the 20% discount on all SASSE projects. This means that Capital Partners pay 80% of the set price for any SASSE activity.

### **5.3 WHAT SASSE OFFERS THE CAPITAL PARTNERS OF SSE Discount**

SASSE offers SSE's Capital Partners a 20% discount on all activities offered by SASSE.

### **Student Key Account Manager (KAM)**

SASSE provides each Capital Partner with a student contact, a Key Account Manager, to provide each partner with relevant SASSE information. The KAM will provide each Capital Partner with relevant information about SASSE and how companies can engage with students.

### **Exposure**

SASSE exposes and promotes SSE's Capital Partners through different channels. This includes exposure in Minimax, in the SASSE Introduction Guides, logo on the SASSE website and exposure in the SASSE premises.

### **Priority**

SASSE grants Capital Partners the highest level of priority by offering the opportunity to book company presentations before other companies and will strive to assure perks such as better placement at career fairs. This gives Capital Partners the opportunity to get the best exposure and visibility towards students at events.

### **Social Medias**

SASSE allows Capital Partners to post information in the Facebook group "BC Opportunities" free of charge. This assures regular communication towards students by providing a constant flow of information from each partner to the students at SSE.

## **6. TREATMENT OF SASSE COMMITTEE SPONSORS**

Committee Sponsors within the Student Association are granted certain privileges due through their contributions to SASSE. The following paragraphs should be read and understood by all Project Leaders and Head of Corporate Relations within SASSE as well as the SASSE Board.

Some of the points affect all projects within SASSE, such as the 10% discount on all SASSE projects. This means that Committee Sponsors pay 90% of the set price for any SASSE activity.

The committee sponsor agreements differ between committees on some aspects, but in general SASSE offers the Committee Sponsors the following;

- i. SASSE offers Committee Sponsors a 10% discount on all activities offered by SASSE, excluding the committee sponsorship itself.
  
- ii. SASSE exposes and promotes the Committee Sponsor through different channels, and special regulations apply to all marketing material published by the committee in question. For updated specific regulations, contact the affected Committee President or the Business Committee President.

## **7. MEMBERS OF SASSE WITH DIRECT INTEREST IN COMPANIES**

SASSE members who work for, own or have a direct interest in a company may not be responsible for collaborations between SASSE and the company in question. However, SASSE can collaborate with such companies, through various projects, if the compensation received by the Student Association is the same as for other companies participating. Interpretations and exceptions to this paragraph are made by the President of the Business Committee.

## **8. DEVIATIONS FROM THE COMPANY POLICY**

Corporate relations is a vital function of the Association and of strategic importance to its goal and survival. Therefore, the company policy is a strict document that must be followed by all members of SASSE. The President of the Business Committee is the only entity, except for the Members Assembly and the SASSE Council, with the right to make and allow exceptions and deviations from this document. Any transgressions against this policy may be subject to the SASSE Disciplinary Statutes.

## 9. CONTACT INFORMATION

If you have any further questions about the Company Policy, please contact the Business Committee:

**President**

[bcpres@sasse.se](mailto:bcpres@sasse.se)

**Vice President & Partner Relations**

[bcvice@sasse.se](mailto:bcvice@sasse.se)



THE STUDENT ASSOCIATION

# ALCOHOL POLICY

**Authored by:**

Gunnar Wester

**Last revised by:**

Allan Caman, Director of Governance 19/20

*15th of May 2020*

Approved by the council 2020-05-27 .

Sveavägen 65, Stockholm - [info@sasse.se](mailto:info@sasse.se)

**The Student Association at the Stockholm School of Economics**

# 1. Background

There has always been a good social environment at SASSE, where parties and events are a natural part of student life. Considerable flexibility, linked with responsibility, is considered to be self-evident. This, together with Swedish law, constitutes the foundation for serving alcohol on the premises in conjunction with entertainment organised by SASSE.

## 2. WHAT IS REGULATED BY THIS POLICY?

SASSE's Alcohol Policy regulates SASSE events where alcohol is consumed. The person(s) responsible for each party arranged by SASSE is responsible for complying with this policy, regardless of where such event is organised.

## 3. PROHIBITED OUTCOMES:

- a) intoxication to a state of stupor and this being encouraged,
- b) an individual's integrity not being respected (e.g. through group pressure),
- c) manifest risk of personal injury or material damage,
- d) uncontrollable situations arising.

## 4. PRECAUTIONARY MEASURES

- a) the SASSE Board and other functionaires responsible for hosting events with alcohol consumption as an element must be provided with adequate training, for example regarding group dynamics and the adverse effects of alcohol.
- b) the School's view regarding issues related to alcohol shall be explained in connection with registration and when welcoming new students,
- c) the non-alcoholic cover charge shall not subsidise alternatives containing alcohol, and advertising must clearly show the difference in price,
- d) partygoers shall always be offered non-alcoholic alternatives whenever alcohol is provided during an event organised by SASSE.





THE STUDENT ASSOCIATION

# EQUALITY POLICY

*The Student Association at the Stockholm School of Economics (SASSE)*

*“To SASSE it is of utmost importance that all members are treated equally and given the same opportunities. All members should feel welcome and are entitled to the same rights of respect and integrity.”*

**Authored by;**

Allan Caman, Director of Governance 19/20

Tony Liang, Director of Education 19/20

Isabelle Norberg, President of the Sports Committee 20/21

Approved by the SASSE Council: 2020-05-12

It is of utmost importance to SASSE that all members are treated equally and given the same opportunities within the organisation. All members should feel welcome and are entitled to the same rights of respect and integrity. All functionaries and elected officials of SASSE should recognise that equality is a matter of power and influence, and that SASSE is responsible to protect the interests and integrity of their members.

## 1. GOALS

All elected officials and functionaries of SASSE shall aim to prevent all discrimination due to:

- a) gender, transgender identity or expression,
- b) ethnicity or nationality,
- c) religion or other beliefs,
- d) disability,
- e) sexual orientation,
- f) age,
- g) political convictions,
- h) socio-economic background,
- i) appearance and social status.

## 2. DEFINITION

SASSE's definition of equality is that every group or individual has the right to be treated equally and gain access to the same opportunities.

SASSE's definition of discrimination is when a particular group or individual are targeted, excluded, or treated differently in a negative or positive manner in comparison with the general population. The disadvantage or advantage should have a connection to at least one of the grounds listed in Section 1.

## 3. ONGOING WORK

The Equality Work of SASSE consists of two main functions:

- a) The Equality Group, and
- b) the Equality Forum.

Both functions exist to help SASSE reach the objectives stated in the Equality Plan.

## 4. EQUALITY REPRESENTATIVE AND EQUALITY GROUP

- a) The Equality Group is an independent body within SASSE, led by the Equality Representative. The work of the Equality Group is centred on three areas:
- b) Promoting the discussion of SASSE's activities from an equality perspective,
- c) Highlight potential problems with the aim of finding solutions, which should be communicated to the committee and project leaders
- d) Dealing with reported cases of discrimination, harassment and equality policy infringements within SASSE,
- e) Acting as the link between the members of SASSE and the SSE Equality and Diversity Manager, in questions regarding discrimination, equality and diversity,
- f) Working as the contact for SASSE Members who experience discrimination, harassment or infringements of the Equality Policy,
- g) Evaluate the recruitment regulations and improve recruitment practices within SASSE,
- h) Look into finding new ways to develop the organisation from a equality perspective, and spread awareness of SASSE's and SSE's work and documents related to equality.

## 5. EQUALITY FORUM

The Equality Forum is a forum within SASSE with the purpose to discuss equality issues in the organisation. More specifically, the purpose of the Forum is to:

1. maintain transparency in the actions taken by different parts of SASSE towards equality,
2. follow up on goals made,
3. and provide a forum for all students to discuss equality at SSE and SASSE.

The Equality Forum consists of:

- a) The Equality Representative (operational responsibility)
- b) The Equality Group (operational responsibility)
- c) Any SSE Students (right to attend)
- d) SSE Equality and Diversity Manager (right to attend)
- e) Committee and Independent Projects representatives (obliged to attend)
- f) SASSE Board Member (obliged to attend)

The Equality Forum meeting shall be held twice every year, one during spring and one during fall.

Invitation must be sent out 10 days prior to the Forum and posted through public announcement, on the SASSE website, as well as relevant official social media channels.

## 6. SASSE's AMBITION

It is SASSE's ambition that:

- a) all members are treated respectfully and as equals, and feel welcome in SASSE.
- b) all SSE students should be well informed about questions regarding equality and how SASSE works against discrimination,
- c) all activities and forums within the association will achieve an environment where equality and inclusion is a given,
- d) the gender distribution amongst the leading positions in SASSE is equal. Recruitment should aim to recruit from diverse groups when choosing between two otherwise equal candidates,
- e) all members are given equal opportunities within SASSE to participate and acquire different positions within the student body,
- f) no activity related to SASSE reproduces oppressing norms or stereotypes,
- g) all students who report discrimination will feel that they receive appropriate support and that their complaint is handled professionally, smoothly and promptly.

## 7. SASSE's POSITION

It is SASSE's position that:

- a) the contact information to the Equality Representative should be easily accessible for all students (who want or need it). All contact with the representatives is handled with confidentiality and everyone should have the possibility to contact them anonymously.
- b) SASSE's partners should not be perceivable as offensive from an equality perspective by SSE students or anyone else. If there is any doubt, potential partners must be investigated and approved by the Student Association Board.
- c) SASSE should support and collaborate with the SSE Equality and Diversity Manager
- d) the Student Association must have a zero tolerance against actions that can be seen as degrading, offensive or hurtful to other members from an equality perspective.

## 8. Equality work between SASSE & SSE

Beyond their work with SASSE, the Equality Group should work to urge SSE to ensure that:

- a) the conduct of education at SSE should incorporate SSE's equal treatment policies.
- b) the SSE Equality and Diversity Manager should be an established authority and initiate discussions about equality issues at SSE and support SASSE's work for increased equality.
- c) SSE should identify who, at the various level of the organization, are responsible for implementing SSE's equal treatment policies.
- d) all teachers at SSE should receive continuous education on equality issues.
- e) SSE should initiate discussions among teachers and course directors, concerning gender perspectives on teaching.
- f) SSE should work for an equal gender distribution among faculty.
- g) SSE should work for an equal gender distribution among guest lecturers.
- h) SSE's course evaluations should be compared with respect to gender to discover, clarify and rectify any discrepancies.
- i) all program directors should collaborate with SASSE through the Equality Representative on equality issues that concern the education at SSE.
- j) SSE should support SASSE's equality work by contributing to the activities of the Equality Group and/or the Equality Representative.

## 9. REPORTING

The Equality Group accepts reports on discrimination, harassment and policy infringements from all members of SASSE. Members should have the opportunity to make anonymous reports.

## 10. HANDLING OF ISSUES

Depending on whether the report on discrimination is related to SASSE or solely SSE, the issue will be handled differently:

If the issue is in regards to the activities of SASSE, the Equality Representative will investigate the incident together with the Disciplinary committee in accordance with the Disciplinary statute.

- a) If the issue is in regards to activities connecting to the school, the issue will be delegated to the SSE Equality and Diversity Manager and subsequently handed over to the President of SSE, who is legally obligated to investigate all reported incidents.



THE STUDENT ASSOCIATION

# **POLICY AND ACTION PLAN AGAINST SEXUAL HARASSMENT**

Approved by the Student Council 27/2/2018

# 1. SASSE Policy Statement

The Student Association at the Stockholm School of Economics (SASSE) is committed to providing a safe environment for all its members free from discrimination on any ground and from harassment including sexual harassment. SASSE has a zero tolerance policy for any form of sexual harassment meaning that all incidents will be treated seriously and allegations of sexual harassment will be investigated promptly. Any member found to have sexually harassed another person will face disciplinary action in accordance with SASSE's Disciplinary Statutes.

- The SASSE Board and the SASSE Council should cultivate a culture where victims of sexual harassment dare to speak up and where all allegations are taken seriously
- SASSE's work with preventing sexual harassment should be proactive

## 2. Scope and intent

This policy applies to all members of SASSE. Additionally, SASSE does not tolerate harassment by members or non-members in any form.

The intent of this policy is to deter conduct that is unwanted with regards to sexual harassment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making a complaint. SASSE may consider a member's conduct to be in violation of this Policy even if it falls short of unlawful harassment under Swedish law. With the victim's consent, SASSE will report harassments of a criminal nature to the police.

## 3. Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. Sexual harassment may include conduct that creates a disrespectful, hostile, degrading, or offensive environment for the recipient. Engaging in such conduct is a violation of this Policy.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

### Physical conduct

- Unwelcome physical contact
- Physical violence, including sexual assault
- The use of threats or rewards to solicit sexual favors

### Verbal conduct

- Condescending or paternalistic remarks or comments
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the gender of the member

### Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually suggestive gestures

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

All sexual harassment is prohibited whether it takes place on SASSE premises or at an external location during an event organized by SASSE, including social events, trips or conferences sponsored by SASSE.

## **4. Complaints procedures**

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome as soon as possible after the incident has taken place. SASSE recognizes that sexual harassment may occur in unequal relationships and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, the victim can approach one of the designated contacts responsible for receiving complaints of sexual harassment. A designated contact may be a SASSE Board member, Council member, Equality Representative or a Project Leader of a SASSE project.

When a designated person receives a complaint of sexual harassment, this person should

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome is desired
- ensure that the victim understands SASSE's procedures for dealing with the complaint
- discuss and agree on the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not prevent the victim from pursuing a formal complaint if the victim is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the victim's decisions
- ensure that the victim knows that they can lodge the complaint outside of SASSE through the Swedish legal framework or with SSE

## **5. Informal complaints mechanism**

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant
- ensure that a confidential record is kept of what happens
- follow up after the outcome to ensure that the behavior has stopped



## **6. Formal complaints mechanism**

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter. The designated person who initially received the complaint will refer the matter to the President of SASSE or the Chair of the Disciplinary Committee to instigate a formal investigation in cooperation with the Equality Representative.

Together with the Equality Representative, the SASSE President together with the SASSE Board, or the Chair of the Disciplinary Committee together with a workgroup of members of the Disciplinary Committee will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- produce a report detailing the investigations, findings and any recommendations
- act in accordance with SASSE's Disciplinary Statutes when deciding on any type of sanction
- follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
- ensure that a confidential record is kept of what happens

## **7. Outside complaints mechanisms**

A person who has been subject to sexual harassment can also make a complaint outside of SASSE. This can be done by contacting the SSE Equality and Diversity Manager or the President of SSE. Alternatively, if the victim does not want SSE or SASSE to investigate the incident, the Swedish police can at any point be contacted with the victim's consent.

## **8. Sanctions and disciplinary measures**

Anyone who has been found to have sexually harassed another person under the terms of this Policy is liable to any of the sanctions stated in SASSE's Disciplinary Statutes. Sanctions range from a warning to suspension from SASSE. Depending on the severity of the incident, the harasser may be reported to SSE's own Disciplinary Committee for further investigation and sanctioning. The nature of the sanction will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial.

## **9. Implementation of this policy**

The SASSE Board will ensure that this policy is available to all members. It should be communicated during the introduction weeks at SSE and should always be available on the SASSE website. All project leaders and elected SASSE officials should be trained on the content of this Policy as part of their handover and be ready to act as the designated contact. All project leaders and elected SASSE officials must be ready to handle both informal and formal complaints in accordance with this Policy.

## **Contacts, SASSE**

SASSE President – [president@sasse.se](mailto:president@sasse.se)

Chair of the Disciplinary Committee – [chair@sasse.se](mailto:chair@sasse.se)

Equality Representative – [jamo@sasse.se](mailto:jamo@sasse.se)

## **Contact, SSE**

Karol Vieker – [karol.vieker@hhs.se](mailto:karol.vieker@hhs.se)

## **Contacts, External**

Police – for urgent matters dial 112, otherwise 114 14

Stockholm Student Health Services – [info@studenthalsanistockholm.se](mailto:info@studenthalsanistockholm.se)



THE STUDENT ASSOCIATION

# POLITICAL PARTIES AND RELIGIOUS GROUPS POLICY

**Last revised by:**

Allan Caman, Director of Governance 19/20

Erik Bergmark, Director of Finance 19/20

Spencer Robild, President of the Business Committee 20/21

Sofia Ferenius, President of the Media Committee 20/21

Approved by the SASSE Council: 2020-05-12

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# 1. BACKGROUND

The first paragraph of the SASSE Statutes states:

*“SASSE shall be a non-religious and non-partisan organisation for students enrolled at SSE with the purpose of looking over their joint interests”*

This kind of paragraph exists in almost all non-profit organisations in Sweden and has been a part of the SASSE Statutes since the organisation was founded. Politics in general, though, is something of interest to almost all students at SSE.

## 2. PURPOSE

The extent of political debate at SSE has always varied, with much more during election years and less in between. Many political parties have been more or less active at SSE during the years and SASSE has taken different stances towards these activities. The purpose of the following policy is to create a way for political and religious dialogue to be raised at SSE – with a focus on creating student benefit for those interested in these questions, and without damaging the association or its members.

## 3. POLITICAL PARTIES AND RELIGIOUS GROUPS

### 3.1 RELATIONSHIP TO SASSE

The organisations are not, and cannot become associations or organisations within the Student Association. In other words, the organisations are totally separated from the SASSE.

### 3.2 CRITERIA

This document applies to organisations meeting the following criteria:

- a) Student organisations representing a political party or religious group that are made up of mostly SSE students
- b) The organisation represents the party's or communion's branch at SSE specifically.

If the political organisation or religious group does not meet the criteria, none of the benefits mentioned below will be applicable. The activities approved by this document are limited to those that create member benefits. This includes lectures, debates, workshops and discussions. Events with the purpose of rallying votes are not allowed.

During the first 3 weeks of the academic year, and in contact with newly admitted students, no communication or activities are allowed.

### **3.3 CONTROL**

The SASSE Board is responsible for the contact with the organisations and must approve of all activities. The decision of approval shall be made according to this policy as well as other factors that the SASSE Board deems relevant (e.g. past behavior of the organisation, risk for conflicts or discrimination etc).

It is essential that this policy is followed and that the governing bodies of SASSE are aware of everything the organisations are doing at SSE. It is the responsibility of the SASSE Board to make sure that this policy is followed and that SASSE remains neutral. It is also the board's responsibility to make sure there is not an information overflow from these activities and that they never compete with the regular activities organised by SASSE.

A member of the SASSE Board, as a representative of SASSE and its statutes, should abstain from publicly expressing support or disdain regarding a political party or organisation during the concerned events.

In an effort to keep the SASSE elections neutral to party politics, the organisations concerned will lose the privileges enabled by this policy if they support any candidate.

### **3.4 COMMUNICATION**

The party organisations and religious groups can use the following of SASSE's communication channels for free to market their activities:

- a) SASSE Members
- b) Posters
- c) The SASSE Website ([sasse.se](http://sasse.se))

The material must be approved by a member of the SASSE Board before being published. All events that are arranged and open to all students must follow regular booking procedures and be published on the SASSE web portal for signup.

In all communication there must be a disclaimer stating that the organisation is not a part of SASSE.

The organisations cannot use the SASSE logo, neither are they allowed to promote themselves graphically (nor any other way) as to look like a part of the Student Association.

### **3.5 PREMISES**

The party organisations are allowed to use premises in the same way as any project or association in the Student Association, given that the event is approved by the SASSE Board no later than two weeks before the event is supposed to be held. If uncertainties arise concerning the security and arrangement of the event, the Vice President shall contact the Premises Administrator and Head of External Relations at SSE, in order to achieve approval of the usage of the premises. SSE has the right to confer about the decision for two days maximum before coming to a decision whether the event can be held at the SSE premises or not. In extraordinary situations, SSE may confer for a maximum of four days before coming to a decision.

The decision that SSE decides upon shall be communicated by the Vice President to the relevant parties in the situation as soon as possible.

## **4. POTENTIAL ISSUES**

### **4.1 DIVISIONS BETWEEN STUDENTS**

This policy will increase the exposure to party politics that SSE Students get. There is a risk that SSE students will feel obliged to pick a side, and that this will create division between students where the mission of good camaraderie within the association can be negatively affected because the difference in political opinions, or that SASSE will be affected because people will not be voting for a candidate in a SASSE Election that have different political opinions.

#### **Solution**

It is very hard to predict if this will actually become a problem. At many other schools where political debate is common it isn't, but at the same time SSE Students could be different. It is important to note however, that to attend lectures hosted by an organisation, students will not be forced to become a member of the organisation. If it becomes evident that this policy destroys more benefit than it creates, it should be revoked.

### **4.2 INFORMATION OVERFLOW**

There is a risk that the parties will compete to get the students' attention and that they will do this more and more aggressively creating an information overflow.

#### **Solution**

As long as SASSE is aware of this problem, and the SASSE Board approves of all activities beforehand this should not happen.

### **4.3 ORGANISATIONS WITH CONTROVERSIAL AGENDAS**

If an organisation with a controversial agenda that is in conflict with the values of SASSE is interested in arranging an event it could become problematic to reject the organisation as it could be considered a violation of the "non-partisan" aspect of the SASSE Statutes.

#### **Solution**

As long as there is freedom of speech in Sweden and the activity creates student benefit, this policy allows for organisation to be present at SASSE no matter the agenda. However, if the SASSE Board considers the event to be harmful to SASSE as a whole, they have the authority to reject any organisation.



THE STUDENT ASSOCIATION

# TRAVEL POLICY

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**Student Association at the Stockholm School of Economics**



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# 1 BACKGROUND

This policy provides the framework for which types of trips SASSE may finance, as well as the prerequisites that should be taken into account when presenting and approving a SASSE Trip. SASSE only subsidizes trips for participants that are both SASSE members and students enrolled at SSE. This policy applies to all trips mentioned below, they may or may not be subsidised by SASSE.

## 1.1 DEFINITION OF A TRIP

A trip within SASSE that is affected by this document refers to domestic and international trips to external premises not owned by SASSE.

# 2 THE PURPOSE OF TRIPS WITHIN SASSE

The purpose of trips financed by SASSE should be to develop the organisation and all trips sponsored must be deemed to be of strategic importance.

## 2.1 REPRESENTATION TRIP

The purpose of a representation trip is to meet with external parties with the aim of exchanging relevant information, stimulate long lived relationships or discuss matters of strategic importance.

### Mission of Representation Trips

Representation trips should aim for at least one of the following outcomes:

- a) Increased revenue for SASSE
- b) Collected strategic information as part of a benchmarking process
- c) Build or maintain strategic relationships with external parties
- d) Create new opportunities for students, such as exchange spots or internships
- e) Enhance the brand and reputation of SASSE or SSE

### Types of Representation Trips

Representation trips should fall into one of the following categories:

- a) Benchmarking trips (e.g. the Educational Benchmarking Trip)
- b) Meetings with external parties, of either strategic or operational character (e.g. the Company Trip)
- c) Representation at external events (e.g. attending a career fair at an external location or competing in the name of SASSE)

## **2.2 CONFERENCE TRIP**

The purpose of a conference trip is to create a forum with well-prepared topics for members of a project to meet and exchange information and discuss common issues. The purpose of a conference trip could also be to provide SASSE members with an opportunity to practise and develop common interests as part of a SASSE body or project.

### **Mission of Conference Trips**

A conference trip can both be an operational or a strategic trip. Conference trips aim for at least one of the following outcomes:

- a) Lead to significant improvements for SASSE, the project or the committee
- b) Investigate a distinct topic that is of interest to a significant group of SASSE members which is then to be communicated to the members with the purpose of being educational
- c) Provide SASSE members with an opportunity to practise and develop common interests as part of a SASSE project

The outcome of the conference shall aim for the promised outcome approved by the SASSE Council or SASSE Board.

### **Types of Conference Trips**

Conferences should fall into one of the following categories:

- a) Strategic and educational conferences with external parties (e.g. a conference with the Education Committee of Uppsalaekonomerna)
- b) Internal conferences
- c) Team building conferences (e.g. the Entertainment Committee conference trip)
- d) An extension of a project's recurring activities. Application to participate in such trips must be open to all SASSE Members and not restricted to a specific SASSE position (e.g. London Investment Banking Week)

## **2.3 RECURRING TRIPS**

Recurring Trips are also representation or conference trips, but due to their regularity and function do not require the typical application process and are now approved by the budget process alone. They therefore do not require a motion or project plan for approval.

The following are approved Recurring Trips within SASSE:

- a) The Sports Committee's Tournaments
- b) Surf- and Ski Trip
- c) London Investment Banking Week
- d) Social Committee Culture Trip ("Kulturresan")
- e) Introduction Week trips

- f) Handelsdagarna Project Group Weekend and representation trips conducted by the Handelsdagarna Committee
- g) Der Verein Trip to Berlin
- h) Business Committee Financial Relations trip to London
- i) Trips by the Exchange Committee
- j) Recurring Trips by the SASSE Board (with the exception of the SASSE Board Trip).

### **3 APPROVING A SASSE TRIP**

Unless the trip is a Recurring Trip and thus already approved via the budget, trips can be presented to and approved by either the SASSE Council or the SASSE Board. Trips may only be approved after investigating or evaluating the following:

- a) The value and student benefit that the trip aims to generate for SASSE or SASSE members
- b) Previously approved trips
- c) The total costs in the presented trip budget and the costs per person
- d) The legal and tax related requirements specified by Swedish legislation

It is the responsibility of the SASSE Board and SASSE Council to evaluate the trips using these parameters.

#### **3.1 TRIPS APPROVED BY THE SASSE COUNCIL**

Only the SASSE Council may approve:

- a) the SASSE Board trip
- b) the SASSE Company trip
- c) the SASSE Educational Benchmarking trip
- d) the Friedmans Apostlar trip
- e) the Entertainment Committee conference trip and
- f) any new trip with total costs exceeding SEK 20,000

#### **3.2 TRIPS APPROVED BY THE SASSE BOARD**

The SASSE Board may approve all other trips so long as total costs are below SEK 20,000. More information can be found in the Financial Regulations.

### **4 REQUIREMENTS BEFORE, DURING AND AFTER A TRIP**

There are certain requirements that need to be followed when going on a trip. The SASSE Council has the authority to partially or wholly withdrawal a granted subsidy if at least one individual has grossly mismanaged their obligations.

#### **4.1 BEFORE THE TRIP**

Before the trip can be arranged it must be presented to, and approved by the SASSE Council or the SASSE Board, unless it is one of the Recurring Trips listed above.

## The Motion

A proposed trip, unless it is a Recurring Trip, should be presented as a motion to the SASSE Council or SASSE Board well before the trip is to occur, and contain the following:

- a) Purpose of the trip
- b) Project Plan
- c) Schedule/outline of planned activities
- d) Location(s)
- e) Questions to be investigated
- f) Desired output
- g) List of potential external parties to meet with
- h) List of participants
- i) Before the trip can be conducted to, a specific budget must be presented to and approved by the SASSE Council or the SASSE Board. The budget must include specific accounts and notes.

Motions presented to the SASSE Council should be sent to the council in accordance with the Procedure for FUM at least ten (10) days before the next council meeting. Motions presented to the SASSE Board should be sent to [p3@sasse.se](mailto:p3@sasse.se) before 12:00 on Fridays. The SASSE Council and the SASSE Board may make exceptions to points mentioned above.

## The Swedish Tax Agency (“Skatteverket”)

To be approved as a SASSE trip, it must follow the regulations specified by the Swedish Tax Agency (“Skatteverket”):

- i. participants must work at least six hours per day;
- ii. if the trip spans a week, then the participants must work at least 30 hours evenly distributed across the week;
- iii. the trip must be beneficial to the organisation;
- iv. there must be a detailed program for the entire trip

For more information regarding the taxation law definitions please refer to <https://tinyurl.com/conferencetrip> ( in Swedish) or contact [treasurer@sasse.se](mailto:treasurer@sasse.se) .

If the trip does not fulfill the above criterias of Swedish taxation law, the SASSE Council or the SASSE Board may decide to invoice costs to the affected person or project.

## 4.2 DURING THE TRIP

### Costs

During the trip, participants should only take costs that have been approved and that are directly associated with the core activities of the trip. Other costs should be covered privately.

## **Documentation**

All discussions, visits and activities must be documented with the purpose of evaluating the execution of the Trip. The documentation should include notes, protocols, pictures and any other material that is deemed to be relevant. The SASSE Council and the SASSE Board may at any time request the documentation from any trip approved by either body.

## **Communication**

Before the trip, the trip planner is responsible for consulting the President of the Media Committee([mediapres@sasse.se](mailto:mediapres@sasse.se)) in order to establish a plan for communicating the purpose of the trip towards SASSE members. The President of the Media Committee has the right to decide in what form and extent the trip should be communicated and which channels should be used. You must follow the established communication plan during the trip.

## **Representation**

All participants of the trip are SASSE representatives for the entire duration of the trip, and so must follow all regulatory documents and the further guidelines set by the member of the SASSE Board ultimately responsible for the trip. The project leader is responsible for internally communicating the implication of being a representative of SASSE and what is expected in terms of behaviour.

## **Private Considerations**

Extending the stay or travelling for private reasons in connection to the trip is permitted if the individual notifies the regulatory body which approved the trip. Under these circumstances the individual is then a private person and no longer a representative of SASSE. The individual must then pay any additional costs exceeding the normal budget through an invoice from the Treasury (e.g. a higher cost for flight tickets to another destination or/and on another date).

### **4.3 AFTER THE TRIP**

After the trip, the project leader is responsible for compiling handover material which should include:

- a) Any relevant information
- b) Recommendations for how to improve the trip for the next year should it be repeated

## **Trips Approved by The SASSE Council**

Trips approved by the SASSE Council should be presented at either of the following three (3) council meetings after the trip has ended. The manner of the presentation should be determined by the SASSE Council at the time of approving the motion.

The SASSE Board Trip, SASSE Educational Benchmarking Trip and SASSE Company Trip should always be presented as a written report which is then to be put on file. The form of the written report may differ and should be decided by the SASSE Council beforehand, as the trips have different purposes and outcomes. Exceptions to this can be made by the SASSE Council.

## **Trips Approved by The SASSE Board**

Trips approved by the SASSE Board should be reported to the SASSE Board on either of the following eight (8) board meetings after the trip has ended. The trip should be reported in a manner determined by the SASSE Board in conjunction with approving the motion for the trip.



THE STUDENT ASSOCIATION

# DISCIPLINARY STATUTE

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# **1 § INTRODUCTION**

## **The purpose of this document**

### **1.1 §**

This disciplinary statute regulates issues regarding disciplinary matters that can be taken against an individual who is a member of the Student Association at the Stockholm School of Economics (SASSE) or has been a member of SASSE.

### **1.2 §**

The purpose of the Disciplinary Statute is not to make SASSE a judgmental and convicting organisation. Therefore, it is up to the SASSE Board or the Board of Directors to decide upon if a reported suspicion of violation specified in 2.1 § should be investigated in accordance to this document, or if the matter should be dealt with in other ways. The Board of Directors have the highest decisive power when deciding on this. If the concerned individual under investigation is a member of the Board of Directors, the decision is to be made by the Internal Auditors. However, the SASSE Council should be informed if the Internal Auditor decides not to investigate a reported incident, and has the authority to revoke such a decision with a 5/6 majority. The SASSE Board or the Board of Directors, whomever receives the report, are obligated to present all reported suspicions of violation of this statute to the SASSE Council.

## **Definitions used throughout this document**

### **1.3 § - Concerned individual**

An individual whom may contribute to the investigation.

### **1.4 § Investigated individual**

An individual under suspicion of at least one violation stated in 2.1 § and therefore is the subject of a investigation.

### **1.5 § Investigating Authority**

The group conducting the investigation of an errand, selected in accordance with 3.4-3.8 §§.

## **2 § Disciplinary measures**

### **Reasons**

#### **2.1 §**

Disciplinary measures may be taken against an individual according to 1.1 § that

- a) Disrupts operations at SASSE to the extent that it harms the organisation profoundly,
- b) Damages or seizes property that belongs to SASSE, is used in its operations or is located in premises or areas where SASSE activities take place,
- c) Subjects any other SASSE functionary, member or employee at SASSE to discrimination or harassment,
- d) Acts dishonestly or improperly towards another member, employee or other functionary at SASSE,
- e) Is guilty of an act, related to SASSE or a person linked to the organisation, which may reasonably be assumed to constitute a violation of Swedish law,
- f) Acts in a way that is likely to seriously damage the reputation of SASSE,
- g) Otherwise violates SASSE statutes, values, other official regulations or guidelines,
- h) Has been subject to disciplinary action by SSE after an investigation has been carried out by SSE

#### **2.2 §**

Disciplinary measures may not be taken later than two years after the misbehaviour.

### **Measures**

#### **2.3 §**

The possible disciplinary measures are:

- a) notification in the protocol,
- b) warning,
- c) liability to compensate,
- d) suspension

## **2.4 § Notification in the protocol**

A decision for a notification in the protocol entails that a violation as such specified in 2.1 § is written down and archived. If the Investigated Individual is subject to an additional disciplinary errand in the future, that Investigating Authority may take the notification in the protocol into consideration when deciding on suitable disciplinary measures for that errand.

## **2.5 § Warning**

A decision of a warning entails that the Investigated Individual has been warned about a possible suspension. If the Investigated Individual is subject to an additional disciplinary errand in future time, that Investigative Authority should take the warning into consideration, and the individual should face suspension.

## **2.6 § Liability to compensate**

A decision for liability to compensate entails that the individual concerned should compensate the economic loss the individual has caused SASSE through such violations specified in 2.1 §. It is up to the Investigating Authority to decide if compensation should cover the partial or full amount.

## **2.7 § Suspension**

A decision for suspension means that the individual for a certain period, or permanently, may not participate or engage in any activities organized by SASSE, as a member or functionaire. .

A decision for suspension may be limited solely to access to certain premises within SASSE, as well as involvement in some functions, activities or other operations within SASSE. The decision on suspension can also be combined with that the individual loses the right to receive scholarships from SASSE. A decision to permanently suspend means that the individual is permanently separated from its membership in SASSE and everything that is related to it.

## **2.8 §**

More than one disciplinary measure can be taken against an individual found guilty of an act stated in 2.1 §.

## **Take effect**

## **2.9 §**

A decision for suspension shall immediately become effective, unless otherwise specified in the decision. If the decision includes loss of a scholarship, the scholarship funds shall be withheld pending the final decision.

## **2.10 §**

If considered needed (e.g. if there is a severe risk of a 2.1 § violation being repeated) the SASSE Council may with immediate effect suspend an individual suspected for violations stated in 2.1 § from involvement within SASSE before an investigation has been conducted. Such a decision shall apply until the Investigating Authority has examined the matter in accordance with 3.9 §, although no longer than a month. This clause can only be used under extreme circumstances.

## **2.11 §**

If SSE, after investigation, has taken disciplinary action against a student who is a member of SASSE, the Investigating Authority may also suspend or take any other disciplinary action against that individual with immediate effect without launching an investigation of its own.

## **2.12 §**

If the student concerned in 2.11 § is currently serving on or elected to the SASSE Board, a decision under 2.11 § must be taken by the SASSE Council.

# **3 § Conduction of errand**

## **Introduction**

### **3.1 §**

Matters concerning disciplinary measures may be dealt with either by the SASSE Board or the Disciplinary Committee.

### **3.2 §**

It is up to the SASSE Board to decide upon if a reported suspicion of violation specified in 2.1 § should be investigated or not. If a member of the SASSE Board is subject of suspicion, it is up to the Board of Directors to decide upon if the matter should be investigated or not.

### **3.3 §**

If the SASSE Board or the Board of Directors decides that a matter should not be subject for investigation, the decision must be complemented with a basis for this decision.

## **The Investigating Authority's composition**

### **3.4 § The SASSE Board**

When the SASSE Board is acting as the Investigating Authority, the SASSE Board can decide to delegate the operational work of the investigation to a selected group within the SASSE Board.

However, it is still the SASSE Board in full that is the Investigating Authority, and the final decision on the outcome of the investigated errand should be taken by the full SASSE Board

### **3.5 § The Disciplinary Committee**

The Disciplinary Committee shall consist of the Chair of the SASSE Council, at least one of the internal auditors in charge and at least one member of the Board of Directors. The committee shall consist of at least four (4) persons. The Chair of the Council is the chair of the committee.

### **3.6 §**

If any of the above-mentioned members of the Disciplinary Committee is subject to the investigation, is biased in question or otherwise considered inappropriate to investigate the specific errand, the SASSE Council has the obligation to appoint appropriate members of the Disciplinary Committee. Members of one of the organs listed in 3.5 §, can not partake in an investigation regarding to an errand clearly connected to a member of the same organ.

### **3.7 §**

The SASSE Council has the obligation to appoint appropriate members of the Disciplinary Committee if the requirements in 3.5 § are not met.

### **3.8 §**

The selected Investigative Authority shall adjunct the Equality representative and/or the Safety representative whenever an errand has a connection to their areas of responsibility, unless one of them are considered an Investigated Individual (See 1.4 §). The representative shall have the same rights and obligations as the ordinary members of the Investigative Authority.

## **Investigation**

### **3.9 §**

Founded suspicion of such a violation specified in 2.1 § shall be promptly notified in writing to the SASSE President. If the President is subject of suspicion to the violations specified in 2.1 § or otherwise unfit to handle the matter, it shall instead be reported to the Chair of the SASSE Council.

### **3.10 §**

If the SASSE Board as a unit wishes to report founded suspicion of such violations specified in 2.1 §, the matter should be reported to the Chair of the SASSE Council.

### **3.11 §**

The person notified should ensure that the matter becomes thoroughly investigated by either the SASSE Board or passed on to the Disciplinary Committee.

### **3.12 §**

If the SASSE Board or the Disciplinary Committee finds that the SASSE Board is not suitable as the Investigating Authority, the matter shall be handled by the Disciplinary Committee.

### **3.13 §**

If the SASSE Board acts as the Investigating Authority, the SASSE President shall ensure that the matter is thoroughly investigated. If the Disciplinary Committee acts as the Investigating Authority, the Chair of the Disciplinary Committee shall ensure that the matter is thoroughly investigated.

### **3.14 §**

Until the conclusion of the investigation, the content, procedure, and the investigated parties shall remain confidential. Exceptions may be made if it poses as an obstacle to the investigation.

### **3.15 §**

The Investigating Authority shall provide the individual(s) that is concerned in the errand an opportunity to express their opinion on the matter. In order to do so, the Investigated Individual(s) shall receive a summary of the accusations brought up against them, and the paragraphs violated as soon as they are informed that an errand is conducted against them. The Concerned individuals may receive a summary after the errand has been concluded in accordance with 3.18 §.

### **3.16 §**

The Investigating Authority may convene concerned individuals to attend in order to provide information. If the Investigating Authority finds it necessary to hear the concerned individual in person, the person is obliged, on risk for disciplinary measures under this statute, to appear when summoned. The individual may send a representative.

### **3.17 §**

Throughout an investigation, a Concerned individual may become an Investigated Individual as a result of emerged information which leads to a suspicion of at least one violation stated in 2.1 §.

## **Formalities**

### **3.18 §**

The investigation shall be considered concluded once the documentation outlined in 3.19 § has been presented at the SASSE Council in accordance with 3.21 §.

### **3.19 §**

The documentation of the disciplinary investigation shall, in addition to the provisions of these statutes, include the following information:

1. The persons who have participated in the investigation.
2. Background and turn of events.
3. Paragraphs that have been violated.
4. The reason why they have been breached and the investigator's comments.
5. Decision.
6. The basis for decisions.

Individual members of the Investigative Authority may leave individual statements regarding the errand and the decision.

## **Decisions**

### **3.20 §**

The Investigating Authority shall in the protocol state their decision if the case should: a) be left without further action, or  
b) give rise to any of the disciplinary measures in 2.3 §.

### **3.21 §**

The Investigating Authority shall inform the Investigated Individual about their decision within 24 hours of the decision. The notification shall also inform the Investigated Individual about the possibility for modifications in accordance with 3.22 §.

### **3.22 §**

The disciplinary decision shall be presented to the council at the next meeting of the SASSE Council. The SASSE Council has the right to revoke and to urge on revision of the Disciplinary Committee's, or the SASSE Board's, decision. The SASSE Council has the right to appoint new members of the Disciplinary Committee, independently of the requirements in 3.5 §, to reinvestigate the errand.



## **Quorum**

### **3.23 §**

The Disciplinary Committee is in quorum when at least four (4) members are present. If dissenting opinions are expressed, voting shall take place. The committee makes decisions by simple majority. At equal number of votes the Chair of the Disciplinary Committee has the casting vote.

### **3.24 §**

The SASSE Board is quorum when at least half of the members are present. If dissenting opinions are expressed, voting shall take place. The SASSE Board takes decisions by a simple majority. At equal number of votes the SASSE President has the casting vote.

## **Appeals**

### **3.25 §**

The appeal on the decision of the Investigating Authority and disciplinary measures is made in written format by a member of SASSE to the SASSE Council.

### **3.26 §**

The individual(s) that are concerned shall be informed of the right to appeal when the individual(s) receive the decision taken in the errand.

### **3.27 §**

On appeal, the errand will be examined by the Disciplinary Committee, if the SASSE Board was the first instance. If the Disciplinary Committee was the first instance, the errand will be examined by the SASSE Council as a whole.

### **3.28 §**

In cases when the subject for investigation is a member of the Disciplinary Committee or the SASSE Council, and the SASSE Board was the first instance, the appeal will be examined by the Internal Auditors.

### **3.29 §**

The appeal must be submitted to the SASSE Council within three weeks after the member has received the decision. Appeals can only be made once.