

AIM SOCIAL SAFETY GUIDELINES

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Introduction

This document outlines AIM's Incident Report Procedure as well as sanctions for misbehavior. As all cases fundamentally differ in facts, involved actors, and their respective needs and effective remedies, this document will establish general incident mediation procedures, providing members with a comprehensive overview and adding to AIM's Social Safety Policy.

Complaints procedure

Complaints are formal reports that can entail, but are not limited to, undesirable behaviours set out by the Social Safety Policy. Complaints are always addressed by the AIM Board as a mediating entity, unless the complaint involves a Board member, where it will go directly to the Presidium and Advisory Board. As a witness, complaints can be made anonymously to point out incidents needing to be addressed. Affected parties will have to provide a means of communication to elaborate on the events. Third parties and affected parties can submit their complaints either on the AIM website (under "Report Incidents") or in person by directly speaking to Board members or the Advisory Board. There are no strict requirements for what claims need to entail, therefore enabling an adaptive solution applicable to differing case circumstances.

Case Procedure

Case

Complaints worthy of potential sanctioning against involved offenders proceed as a case. The mediating entity depends on whether the complaint is made against a non-Board member or a Board Member.

Case Against a Non-Board Member

After a case has been brought up to the AIM Board (who may consult with the Presidium and/or AB) either through a complaint by a member or by the Board itself, the following steps will be taken:

1. Establishing an overview of the facts

- a. The Board will establish an overview of the facts through meetings with offenders, potential victims, and witnesses.
 - i. All of these meetings will be held separately, to prevent potential disputes between parties in unresolved cases.
 - ii. The Board will inquire into the respective parties' preferences on whether the case should be solved in collaborative meetings with all parties involved, or if all future meetings are to be held separately as well.
- b. Cooperative procedures can only be initiated with the unanimous agreement of all involved parties, on both the offending and reporting side.
- c. After the initial meetings, the AIM board will establish a fact sheet for the case that will be used as a basis for further proceedings.

2. Meetings with all involved parties

- a. Depending on the format preferences set out in the first stage of the procedure, the Board will talk to all parties involved, either separately or together.
- b. Parties will get the chance to explain their actions and the reasoning behind their behavior.
 - i. Meetings serve the purpose of investigating everybody's needs and wishes, to foster an individually tailored approach to finding a settlement beneficial to all parties.

3. Internal Board decision on sanctions

- a. The Board determines a sanction for the offender they deem as appropriate.
 - i. Sanctions are not predetermined to allow for tailored responses through discretion, based on the severity of the case.
 - ii. The sanctions of membership suspension and cancellation listed and explained below serve as orientation
- b. The Board has to agree upon the sanction unanimously.
- c. With the consent of all parties, AIM will report incidents to the PPLE administration, if deemed necessary, due to severity/security concerns.
- d. As required by Dutch law, serious physical harassment cases will be reported to the authorities.

4. Communication of sanctions to all involved parties

- a. The Board will communicate the sanction to all involved parties.
- b. The Board will determine solutions in case a sanction restricts a member from pursuing potential AIM-related tasks.

Case Against a Board Member

After a case has been brought up concerning the misdemeanor of a Board member through a complaint by a member, or by the Board itself, the Case will be addressed by the Presidium and AB and the following steps will be taken:

1. Establishing an overview of the facts

- a. The Presidium and AB will establish an overview of the facts through meetings with offenders, potential victims, and witnesses.
 - i. All of these meetings will be held separately, to prevent potential disputes between parties in unresolved cases.
 - ii. The Presidium and AB will inquire into the respective parties' preferences on whether the case should be solved in collaborative meetings with all parties involved, or if all future meetings are to be held separately as well.
- b. Cooperative procedures can only be initiated with the unanimous agreement of all involved parties, on both the offending and reporting side.
- c. After the initial meetings, the Presidium and AB will establish a fact sheet for the case that will be used as a basis for further proceedings.

2. Meetings with all involved parties

- a. Depending on the format preferences set out in the first stage of the procedure, the Presidium and AB will talk to all parties involved, either separately or together.
- b. Parties will get the chance to explain their actions and the reasoning behind their behavior.
 - i. Meetings serve the purpose of investigating everybody's needs and wishes, to foster an individually tailored approach to finding a settlement beneficial to all parties.

3. Presidium suggestions for sanctions

- a. The Presidium and AB determine a sanction for the offender they deem as appropriate.
 - i. Sanctions are not predetermined to allow for tailored responses through discretion, based on the severity of the case
 - ii. The sanctions of membership suspension and cancellation listed and explained below serve as orientation
- b. The Presidium and AB have to agree upon the sanction unanimously.
- c. With the consent of all parties, AIM will report incidents to the PPLE administration, if deemed necessary, due to severity/security concerns.
- d. As required by Dutch law, serious physical harassment cases will be reported to the authorities.

4. GA vote on presidium suggestions

- a. The Presidium and AB compile the case, its classification, and a suggestion of the sanctions to be voted on at the next GA in accordance with Article 8(1) of AIM's Statutes
- b. In case of an affirmative vote, the suggested sanctions are enacted
- c. In case of a negative vote, there will be room for discussion at the same GA. New suggestions can be made and voted on. The GA needs to have agreed upon sanctions before its dismissal.

Sanctions

Membership Suspension

As a disciplinary measure, AIM members can be suspended from events for a minimum amount of one event and an indefinite maximum amount of time. Suspension length will be determined by looking at the AIM event calendar, and offending members will be notified of which event they can attend next, if at all. As members can have varying tasks within the organisation, suspensions affect them differently as outlined below. To foster a tailored mediation process, it is within the Board's/Presidium's discretion to determine the suspension length. Their decision has to be unanimous as stated previously.

- 1. Regular Members
 - a. Will be excluded from [X] amount of AIM events
- 2. Committee/Governing Entity¹ Members
 - a. Will be excluded from [X] amount of AIM events

¹ Governing Entities are AB, TAB and Presidium

- b. Will be excluded from contributing to [X] amount of AIM events under their official (committee) role responsibility
- 3. Board Members
 - a. Will be excluded from [X] amount of AIM events
 - b. Will be excluded from executing their respective Board tasks for [X] amount of months

Membership Cancellation

As a measure for major offences, AIM memberships can be cancelled entirely, to safeguard a positive environment within the organisation. If an act committed caused considerable harm to an individual or the organisation, or the offender does not seem to be willing to cooperate to improve their behaviour in the future, the following sanctions can be imposed:

- 1. Regular Members
 - a. Their membership is cancelled
 - b. Membership fees are not refunded as per Article 5(2) of AIM's Bylaws
- 2. Committee/Governing Entities Members
 - a. Their membership is cancelled
 - b. Membership fees are not refunded as per Article 5(2) of AIM's Bylaws
 - c. They are dismissed from their respective entities. The vacancy is filled in accordance with the procedures set out in the bylaws and statutes.
- 3. Board Members
 - a. Their Membership is cancelled
 - b. Membership fees are not refunded as per Article 5(2) of AIM's Bylaws
 - c. They are dismissed from the board. The vacancy is announced publicly and the application committee selects a new candidate for the vacant position, that is confirmed by the GA in line with the requirements set out in Article 7(7) of AIM's Bylaws.
 - d. The remaining board members are responsible for updating the Chamber of Commerce with the vacancy/new installment.