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The MSA-Pakistan Code of Conduct Framework 2024/25

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1. Introduction

- 1.1. The Code of Conduct of the Medical Students' Association of Pakistan, referred to as "The Code of Conduct" or "CoC," establishes a national, organization-wide normative framework outlining the anticipated conduct of MSA-Pakistan members. This pertains to interactions among MSA-Pakistan members & individuals outside the association, encompassing both formal MSA-Pakistan settings & informal events. This extends to official channels such as emails, meetings, & events, as well as informal communication channels like chats, social events, social media, etc., both within & beyond the Association.
- 1.2. The Code of Conduct serves as a tangible expression of the values & principles outlined in the MSA-Pakistan Constitutional Bylaws, embodying a practical interpretation of these foundational elements.

Aim

- 1.3. The objective of the Code of Conduct is to establish & uphold a positive, professional, fair, diverse, inclusive, & secure (emotionally, mentally, & physically) working environment for all MSA-Pakistan members, regardless of their background.

Scope & Applicability

- 1.4. Ensuring adherence to this Code of Conduct is a shared responsibility among all individual members engaged in the activities & community of MSA-Pakistan. It is applicable to:
 - a. Every individual holds a position within MSA-Pakistan.
 - b. All individuals selected to participate in activities of MSA-Pakistan or delegated tasks by those with official positions within MSA-Pakistan. This includes members of National Working Groups, Sessions Teams, & delegations of MSA-Pakistan to external events.
 - c. All individuals involved in the organization & preparation of MSA-Pakistan events.
 - d. All individuals who are members or Alumni of MSA-Pakistan participating in activities organized by MSA-Pakistan or engaging within the MSA-Pakistan community.
- 1.5. All individual members must, at all times, respect, comply with, & uphold the Code of Conduct, both during working & non-working hours.
- 1.6. The Code of Conduct is applicable to all activities of MSA-Pakistan, including but not limited to day-to-day duties, events, & remote working activities. It is also in effect during all engagements, official & unofficial, within the MSA-Pakistan community. Additionally, it applies to individual members representing MSA-Pakistan in non-MSA-Pakistan settings.



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- 1.7. The Code of Conduct serves as a supplementary guideline & does not alter the application of other pertinent policies, regulations, rules, & laws. This includes those governing the premises where MSA-Pakistan activities occur & any applicable host country agreements.

Responsibilities in Upholding the CoC

- 1.8. 1. All individuals referenced in paragraph 1.4 are required to sign a document confirming their commitment to adhere to the Code of Conduct before commencing their respective activities.
- 1.9. Local Councils/ Coordinator Institutes are obligated to sign a document expressing their commitment to inform their members about the Code of Conduct of MSA-Pakistan. They are further tasked with educating their members on the various topics covered by the Code of Conduct & ensuring compliance during their participation in MSA-Pakistan activities or other engagements within the MSA-Pakistan community. The President/Coordinator of the LC/CI to MSA-Pakistan is responsible for signing the necessary document at the commencement of the MSA-Pakistan term & subsequently for each term thereafter.
- 1.10. Individual members have the responsibility to:
 - a. **Familiarize themselves** with the Code of Conduct by understanding the standards of conduct outlined in this document & other formal or social contracts. This includes actively participating in relevant training sessions.
 - b. **Respect & adhere** to the Code of Conduct.
 - c. **Take accountability** for their actions & behavior.
 - d. **Raise concerns** about suspected violations of the Code of Conduct, particularly within the specific context they are in.
- 1.11. MSA-Pakistan & LC/CI leadership have the responsibility to:
 - a. **Lead by example** in upholding the MSA-Pakistan Values & Principles & the Code of Conduct.
 - b. **Promote awareness** of the MSA-Pakistan Values & Principles & the Code of Conduct, & ensure that members are well-informed & equipped with the knowledge & resources necessary for compliance.
 - c. **Take accountability & responsibility** for activities that fall under their supervision.
 - d. **Be responsive** to anyone who raises a concern related to the Code of Conduct & ensure that concerns are addressed in a fair & appropriate manner.



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2. MSA-Pakistan's Commitment towards Members

- 2.1. The MSA-Pakistan leadership, including MSA-Pakistan EBT0 & National Team members, is committed to supporting & empowering members by providing relevant information, capacity development opportunities, & performance feedback.
- 2.2. The leadership is dedicated to ensuring fair & just access to various opportunities & avenues within the organization.
- 2.3. Recognizing members as the core of the Federation, the leadership commits to appreciating individual & collective contributions, seizing both formal & informal opportunities to acknowledge their impact.
- 2.4. The MSA-Pakistan leadership pledges to provide opportunities for members to actively participate in decision-making processes, as well as in the planning & improvement of activities.
- 3.1. The leadership values diversity in the health workforce, being open to all medical students irrespective of race, ethnicity, gender, sexual orientation, religious belief, disability, age, or other distinct characteristics.
- 2.5. Actively working to remove physical, economic, social, & cultural barriers to member participation, the leadership ensures safety & security.
- 2.6. The MSA-Pakistan leadership actively works to respect & promote the health & well-being of its members.

3. Behavioral & Professional Obligations

- 3.2. Members must respect & embrace diversity, including factors such as race, ethnicity, gender identity, sexual orientation, socio-economic background, religion, culture, beliefs, & thoughts. They are expected to act without discrimination, engage thoughtfully & respectfully, & contribute actively to an inclusive community. Discriminatory behavior is strictly prohibited, & members are encouraged to foster an environment where everyone feels valued & accepted, promoting diversity & inclusivity within the MSA-Pakistan community. Members are expected to:
 - a. Engage in self-reflection to avoid mindsets & behaviors that contribute to social exclusion & inequality.
 - b. Demonstrate sensitivity to the diverse backgrounds among MSA-Pakistan members, including their identities, customs, practices, cultures, & personal beliefs.
 - c. Exercise mindfulness in their thoughts, words, & actions.
- 3.3. Members must respect MSA-Pakistan's Constitution & Bylaws, as well as other pertinent policies, regulations, rules, laws (including those regulating the premises



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where MSA-Pakistan activities occur), & agreements, including the Code of Conduct.

- 3.4. Members must Abstain from engaging in illegal, unethical activities, or any actions that violate or compromise human rights.
- 3.5. Members must Refrain from behaviors intended to shame, humiliate, belittle, or degrade fellow members & non-member stakeholders.
- 3.6. Members are expected to respect the time of others & avoid causing distractions or interruptions during ongoing activities.
- 3.7. Members are expected to ensure that communication is a two-way process by speaking up when necessary, while also actively listening & providing others with the opportunity to share their thoughts & views. to ensure that communication with others is a two-way process, speaking up but also listening & giving others the opportunity to share their thoughts & views.
- 3.8. Members are expected to uphold & promote their own & others' health & well-being, refraining from behaviors that may compromise it.
- 3.9. Members are expected to maintain the organization & cleanliness of facilities & areas where MSA-Pakistan activities occur.
- 3.10. Members must show respect for public & private property, including facilities, avoiding actions that could cause damage or loss.
- 3.11. Members are encouraged to adopt environmentally friendly practices, refraining from actions that could harm the environment.
- 3.12. Members are expected to actively participate & engage in MSA-Pakistan activities with respect & reflection, recognizing the mutual influence of participation & engagement.

4. Discrimination, Bullying & Harassment

- 4.1. The MSA-Pakistan maintains a zero-tolerance policy towards discrimination, bullying, & harassment in any form. No member of MSA-Pakistan is permitted to endorse or engage in discrimination, sexual misconduct, including sexual harassment, exploitation, or any form of abuse.

Non-Discrimination

- 4.2. Discrimination is defined as the unfavorable, unfair, or unequal treatment of an individual or a group based on specific social categories and/or identity characteristics. These include, but are not limited to, race, color, national origin, sex, religion or belief, age, disability, sexual orientation, gender identity, or expression, & genetic information.
- 4.3. The MSA-Pakistan strictly prohibits discrimination by or against its members based on any protected characteristic or status.



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Anti-Bullying & Anti-Harassment

- 4.4. Bullying includes, but is not limited to, offensive, intimidating, malicious, or insulting behavior, or an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.
- 4.5. Harassment is unwanted conduct, where a person is subjected to behavior that is repeated, unwelcome, & unsolicited; the person considers it to be offensive, intimidating, humiliating, or threatening; and/or a reasonable person would consider it to be offensive, humiliating, intimidating, or threatening.
- 4.6. **Sexual Harassment** is a specific & serious form of harassment. Sexual harassment is defined as unwanted sexual advances, requests for sexual favours, sexually motivated physical contact, & gender or sex-related conduct or communication when, for example, (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- 4.7. **Consent** is a conscious, explicit, voluntary agreement to a proposal or desires of another person/group of people, without abuse or exploitation of trust, power or authority, coercion or threats.
- 4.8. By definition, affirmative consent cannot be obtained if a person is intoxicated, unconscious or asleep.
- 4.9. Affirmative consent may be withdrawn at any point.
- 4.10. Intimacy & physical contact should not be assumed appropriate & acceptable as a given. Members must be respectful of the personal space of others & seek explicit approval prior to contact.
- 4.11. An affirmative, unambiguous, & conscious decision by each participant must be obtained to engage in mutually agreed-upon sexual activity. Ongoing consent shall be sought at all levels of sexual intimacy regardless of the parties' relationship, prior sexual history or current activity.

5. Smoking & Substance Use

- 5.1. The consumption of alcoholic beverages is strongly prohibited in social programs of MSA-Pakistan meetings & is prohibited during official working hours. Smoking indoors is not allowed in public areas of facilities hosting MSA-Pakistan activities, regardless of the facility's smoking policy. Smoking is permitted only in designated areas, subject to local laws & venue regulations.
- 5.2. The use of illicit substances is strictly prohibited on the premises where MSA-Pakistan activities take place, & any violation may result in removal from the activity, potentially involving the authorities invoking;



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- a. **Prohibition of Smoking & Protection of Non-Smokers Health Ordinance, 2002:** This ordinance aims to prohibit smoking in certain places & to protect non-smokers from exposure to tobacco smoke.
 - b. **Control of Narcotic Substances Act, 1997:** This act provides for the control & regulation of operations relating to narcotic substances & psychotropic substances.
 - c. **Anti-Narcotics Force Act, 1997:** This act establishes the Anti-Narcotics Force (ANF) & outlines its powers & functions in the enforcement of laws related to narcotics.
 - d. **Drug Regulatory Authority of Pakistan Act, 2012:** This act establishes the Drug Regulatory Authority of Pakistan (DRAP) & regulates the import, export, manufacture, distribution, & sale of drugs.
 - e. **Punjab Prohibition of Smoking & Protection of Non-Smokers Health Ordinance, 2002:** This ordinance aims to prohibit smoking in certain places & to protect non-smokers from exposure to tobacco smoke within constitutional boundaries of Punjab province of Pakistan
- 5.3. It is underscored that alcohol consumption is strictly prohibited, & members are obligated to adhere to this policy, regardless of any circumstances. Members will be held accountable for any breaches of the Code of Conduct, whether they occurred while sober or under the influence.
- 5.4. LC/CI presidents or heads of delegations carry the responsibility of attending to their members who may face issues such as intoxication or loss of consciousness, even though alcohol is not allowed under any circumstances during social events in compliance with the prevailing laws & cultural norms in Pakistan.

6. Financial & Legal Commitments

- 6.1. Incidents occurring within an MSA-Pakistan event will be subject to varying jurisdictional actions in accordance with relevant law(s) of Pakistan & facility regulations based on the event's location. For virtual events & activities outside in-person gatherings, violations may additionally be subject to international law and/or domestic law, depending on the jurisdiction of the territory where the MSA-Pakistan secretariat is currently based.
- 6.2. In the case of hybrid or physical MSA-Pakistan events, any infractions will be reported to the relevant authorities & subjected to the jurisdiction of the territory where the meeting is being held.
- 6.3. Regarding physical property, breaches will be governed by contractual obligations between MSA-Pakistan & third parties, along with other liabilities specified in the agreements.



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- 6.4. **For underage members**, the age of maturity is determined by the law of Pakistan & the territory where the MSA-Pakistan Secretariat is based. Breaches will follow the appropriate legal processes based on the context of the violation.
- 6.5. In the realm of financial crimes, any inappropriate handling of money with a clear illegal intent, such as fraud, embezzlement, theft, bribery, money laundering, scamming, & forgery, will not be tolerated under any circumstances. Financial crimes are subject to international and/or domestic law, as well as the jurisdiction of the territory where the MSA-Pakistan Secretariat is located.



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Annex 1: Members Pledge to the Code of Conduct

As a member of the MSA-Pakistan, I commit myself to the following:

1. I acknowledge the principles of the Medical Students' Association of Pakistan

- I will respect MSA-Pakistan's Constitution, Bylaws, regulations, policies, the Code of Conduct, & any agreements I undertake, adhering to their respective accountability mechanisms.
- I will avoid actions that may harm the reputation of MSA-Pakistan, the hosting LC of any MSA-Pakistan activity, other participating organizations, or medical students.

2. I will demonstrate mindfulness, respect, & tolerance.

- I will exhibit respect for diverse individuals, cultures, values, & perspectives.
- I will treat everyone impartially, irrespective of their gender, age, ethnic or national origin, nationality, language, religion, belief, opinion, physical attributes, state of health, sexual orientation, or other personal factors.
- I will be conscious of my thoughts, words, & actions to prevent contributing to social exclusion & inequality.
- I will oppose the promotion of hatred, hate speech, & violence.
- I will refrain from engaging in actions intended to shame, humiliate, belittle, or degrade both fellow members & non-member individuals.

3. I will engage actively & meaningfully.

- I will be considerate of time & refrain from causing distractions or interruptions during ongoing activities.
- I will ensure that my communication with others is a reciprocal process, involving both speaking up & actively listening to allow for the exchange of thoughts & views.
- I will promote interaction that is supportive & encouraging, grounded in mutual assistance. Maintaining an open mindset,
- I will welcome new ideas, knowledge, & feedback, & continuously assess my own approaches to thinking & working.
- I will contribute by sharing my knowledge & skills with others.

4. I will conduct myself openly & responsibly.

- I will abstain from engaging in illegal, unethical, or human rights-compromising activities.
- I will commit to prioritizing the safety & health of myself & all participants in MSA-Pakistan activities, avoiding actions that may undermine them.
- I will strive to adopt environmentally friendly practices to minimize negative environmental impact.



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- I will refrain from smoking or alcohol consumption where & when prohibited.
- Respecting the privacy of individuals involved in MSA-Pakistan activities.
- I will handle information obtained through our activities with care.
- I will contribute to maintaining the organization & cleanliness of the facilities & areas where MSA-Pakistan activities occur.
- I will respect the public property & private property, both of individuals & entities including those belonging to meeting facilities, & refrain from acting in any way that may damage it or render it missing.
- I will respect the instructions of the Organizing Committee, Team of Officials, hotel staff or other authorities;

5. I will report wrongdoing

Every member of MSA-Pakistan has the right & obligation to report instances of wrongdoing, & there must be no negative consequences for the reporting party.

- If I witness any misconduct, I will make an effort to inform the Code of Conduct Committee, which will handle the notification appropriately.

I, the undersigned, hereby pledge to adhere to the aforementioned commitments & acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action as outlined in the Code of Conduct Framework.

Location, Date

Signature

Print Name

Annex 2: The Operation Guidelines of the Code of Conduct Committee

I: PURPOSE

The Code of Conduct Committee serves as the overseeing body for the implementation of the MSA-Pakistan Code of Conduct.

II: COMPOSITION & CONSTITUTION

- The inaugural working term, thereafter "Phase 1", of the Code of Conduct Committee, the "Committee" or "CoCC" thereafter, shall commence with the start of the MSA-Pakistan term 2024/2025.
- The Code of Conduct Committee shall consist of core members, the "CoCC" thereafter, & extended volunteers, "eCoCC" thereafter.



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THE CODE OF CONDUCT COMMITTEE

- The CoCC shall consist of a minimum of 4 & a maximum of 6 members whose eligibility will take into account gender & representation of regions as article **5.12** MSA-Pakistan Constitutional Bylaws.

5.12 'Regions' in MSA-Pakistan are defined as follows:

- Punjab
- Sindh
- Khyber Pakhtunkhwa (KPK)
- Balochistan
- Azad Jammu & Kashmir (AJK)
- Gilgit-Baltistan

- The CoCC shall have a mandate of working for a full MSA-Pakistan term.
- The composition of the CoCC shall be comprised of the following:
 - One spot for an EBTO representative;
 - One spot for a Supervising Council representative;
 - Up to 4 spots for MSA-Pakistan members and/or MSA-Pakistan alumni selected through a call.
- Selection:**
 - A call for CoCC members shall be opened by the VPI according to article **10.3.7** of MSA-Pakistan Constitutional Bylaws.
 - The application process will follow the same procedures as the NT call.
 - For phase 1**, the EBTO & SupCo each shall assign a representative to the CoCC. The EBTO shall be responsible for the selection of the remainder of the committee members.
 - For phase 2**, the incumbent CoCC shall be responsible for evaluating the applications & recommending the selection to the EBTO. The selection must be approved by EBTO. In the case of EBTO & SupCo representatives, the interested EBTO & SupCo members shall express their interest & the incumbent CoCC shall be responsible for choosing the representatives.
 - The criteria for the selection of applicants to follow shall include:
 - Knowledge of gender & culturally sensitive topics
 - Knowledge of how to address alleged cases of assault
 - Show care, empathy & nuanced understanding of dealing with survivors
 - Be culturally sensitive & approachable to build trust in possible victims so they feel comfortable to come forward to them & by extension, the rest of the CoC with any situation.
 - Must not have committed breaches to the CoC.
 - Previous Code of Conduct Committee experience & EDI knowledge is a strong asset
 - Ensuring, to the extent possible, balanced regional & gender representation.

- Chairperson:**



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- a. The CoCC will be led by a chairperson selected from its members, & the specific responsibilities of the chair are outlined in the "ROLES & RESPONSIBILITIES" section.
- b. The election or selection of the Chairperson will take place during the initial meeting of the CoCC through show of hand rule.

THE EXTENDED CoCC & VOLUNTEERS

- An extended Code of Conduct Committee shall be assembled for **MSA-Pakistan National General Assembly, & Other Meeting, Trainings & Events**
- The eCoCC shall consist of a minimum of 8 & a maximum of 10 volunteers.
- The CoCC shall be responsible for finalizing the selection of volunteers to the eCoCC at least one month before the event in concern.
- **Coordination:**
 - a. The eCoCC shall be coordinated by at least one & at most two members of the CoCC attending the event. If no CoCC member is able to attend the event in person, the on ground coordination of the eCoCC shall be assigned to a member of the EBTO attending.
 - b. Preferably, a CoCC member coming from the Region where the event is taking place shall be the coordinator of the eCoCC.

III: ROLES & RESPONSIBILITIES

- The Code of Conduct Committee members are expected to:
 - Respect, adhere to, & uphold the MSA-Pakistan Constitutional Bylaws.
 - Respect, abide by, & uphold the Code of Conduct.
 - Promote MSA-Pakistan's values & principles within one's personal sphere of influence.
 - Maintain confidentiality in their duties & sign Non-disclosure agreements.
- The Code of Conduct Committee shall:
 - Supervise the implementation of the Code of Conduct in MSA-Pakistan activities.
 - Investigate reported & potential breaches of the Code & follow up on them.
 - Recommend courses of action for breaches to the EBTO for execution.
 - Coordinate & ensure the readiness of the extended Code of Conduct Committee.
- The Code of Conduct Committee will function independently from other working bodies within MSA-Pakistan & will operate free from external influence.
- The MSA-Pakistan Executive Board & Team of Officials (EBTO) & the Supervising Council (SupCo) will solely oversee the work of the CoCC & offer advice when requested. The advice provided by the EBTO & SupCo is not binding on the CoCC.

THE EXTENDED CODE OF CONDUCT COMMITTEE

- The CoCC is tasked with ensuring the readiness & proficiency of the eCoCC before events. The eCoCC, at a minimum, must be trained on:
 - a. The MSA-Pakistan Values & Principles
 - b. Intersectional MSA-Pakistan



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- c. Standards of Conduct & behavior in accordance with the Code of Conduct
- d. Accountability, including the proper use of information & confidentiality, & the fulfillment of diligence & duty of care obligations.
- e. Survivor management 101 & reporting
- The CoCC will establish explicit timelines & tasks for the eCoCC.
- During events, the eCoCC is responsible for supervising & supporting the implementation of the Code of Conduct. The eCoCC will provide first-aid assistance to survivors & encourage them to report the breach in a secure environment.
- While the eCoCC is not tasked with managing severe violations, which fall under the jurisdiction of law enforcement in the territory where the meeting is taking place, they are expected to support survivors & facilitate the reporting process.
- It may include but is not limited to:
 - a. Presenting the CoC to delegates & ensuring everyone is familiar with it,
 - b. Being easily approachable during the meeting, so participants can contact them
 - c. Ensuring there is one phone number that can always be reached
 - d. Discussing country-specific measures (i.e. specific alcohol policies)
- The eCoCC shall sign Non-Disclosure Agreements to ensure confidentiality.
- The job description of this group is to be defined by the CoCC. They will report & debrief to the CoCC about every breach. The CoCC will then have the task of informing the EB.



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Annex 3: Resolution Protocols for Resolution for Misconduct & Violations of the Code of Conduct

1. Roles & Responsibilities

- The Code of Conduct Committee (CoCC) is tasked with investigating reported & potential breaches of the Code.
- It is also responsible for identifying courses of action in case of breaches & recommending them to the Executive Board & Team of Officials (EBTO) for execution.
- The EBTO is responsible for adopting the recommendations presented in the CoCC report & implementing any sanctions decided upon.

2. Roadmap to addressing violations:

Upon receiving a reported violation, the CoCC will follow a process to determine the person's responsibility, ensuring utmost confidentiality. This process includes:

a) Immediate on-spot actions & management

Degree	Explanation	Immediate on-spot actions & management
First degree	It will be considered a First degree violation if it meets any of the following criteria: 1. Violates one or more of the CoC regulations. 2. Does not result in direct major harm to any member(s) or individual(s). 3. Does not violate points 1-4 from the "Sexual Violence & Harassment" section. 4. Is committed for the first time by the member.	The Code of Conduct Committee may issue a warning to the individual, which should include clear expectations for their future behavior. It will also outline the additional actions that may be taken should they fail to meet the Code of Conduct.
Second degree	It will be considered a Second degree violation if it meets any of the following criteria: 1. Violates one or more of the CoC regulations & results in or could have resulted in direct major harm to member(s)/individual(s) or MSA-Pakistan's reputation. OR 2. Violates one or more points 1-4 from the "Sexual Violence & Harassment" section. OR	a) The Code of Conduct Committee may issue a warning to the LC President/Head of Delegation or another appropriate member of the LC. This warning should be accompanied by clear expectations for their behavior going forward, along with further actions that might be taken should they fail to meet the Code of Conduct.



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	3. Committed by someone who has been previously proven mistaken in an investigation.	b) Dismissal from the specific activity or the entire event (regardless of the format). c) Suspension in the case of an Official or an IT member.
Third degree	<p>It will be considered a Third degree violation if it meets any of the following criteria:</p> <p>1. Violates one or more of the CoC regulations & is violating National Law(s).</p> <p>OR</p> <p>2. Violates one or more points 1-4 from the "Sexual Violence & Harassment" section.</p> <p>OR</p> <p>3. Results in a wide-scaled negative impact on MSA-Pakistan's reputation.</p> <p>OR</p> <p>4. Results in harming (or influencing harming) a group of member(s) or individual(s).</p>	<p>Report to local authorities & police</p> <p>Upon consultation between the CoCC, EBTO & SupCo, unless it prevents timely action. In consultation between the CoCC, EB, & SupCo, the violation may be reported to local authorities & police, unless such action prevents timely intervention.</p>

The disciplinary actions of any level can include actions from the lower level, but not the higher (i.e: Offense from the Second Degree, can be punished by actions from the First degree, but not the third)

b) Follow-up & investigation:

Gathering information

- The eCoCC will be responsible for reporting or helping survivors to report when breaches are committed, should they consent. The eCoCC will have this responsibility during the meetings they have been assigned to work on. For all other reports that happen outside of the MSA-Pakistan meetings, they will be received directly by the CoCC.
- The CoCC is responsible for compiling all reports from a given event in one document & indexed within four weeks of the meeting ending.
- The CoCC is responsible for notifying the EBTO of reports of breaches to the CoC. In case the reports involve an MSA-Pakistan Official, the CoCC shall also inform the SupCo about them. The information to be included in notification:
 - Place of the event & date



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- Who made the report (if consent is granted by the reporter)
- Possible perpetrator(s) & survivor(s)
- Evidence presented
- CoCC will review the gathered reports & decide if there will be any follow up on them.

Follow up on the cases

- Depending on the nature of the report & the place it took place, immediate measures will be taken to prevent the escalation of the incidents, in accordance with the MSA-Pakistan Code of Conduct & in coordination with the EBTO.
- The CoCC shall be in charge of investigating reports of & potential breaches to the CoC, contacting the people involved, gathering information & compiling all information in a report with a suggested course of action. The report shall include:
 - Place of the event & date
 - Time & place of the violation (if possible)
 - Person reporting (if they consent to follow up)
 - List of possible perpetrator(s) & survivor(s)
 - Potential list of other people present that may verify the information
 - Detailed recollection of the violation
 - Evidence presented
- **For each investigation:**
 - the reporter needs to be contacted to elaborate further on their report & answer any questions by the CoCC;
 - The person accused of violation needs to be contacted to present their recollection of the event while aiming to protect the identity of the person reporting this violation;
 - Any possible witnesses should be contacted in case they wish to respond to the questions around the report;
 - After more information is gathered, CoCC will decide if they need to ask extra questions to any party before making a decision.
- **The timeline of investigations shall be as follows:**
 - An investigation report shall not exceed eight weeks at maximum for development.
 - After a breach is filed, & adequate immediate measures are put in place, the CoCC team has up to **two weeks** to start gathering the information to elaborate the investigation report.
 - The CoCC has **three weeks to collect the information & evidence** from survivors, possible perpetrators, witnesses & any other



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MSA-Pakistan member that may provide further insight to the situation. All of these will be done in complete confidentiality.

- The CoCC **will have up to three weeks** to write the investigation report with the development of events, recommendations for sanctions, & protective measures for those affected by the breach.
- Once the report is developed, the CoCC shall send it to the EBTO for revision, approval & administration of the recommendations.
- If an investigation is decided to be conducted, the Local Council/ Coordinator Institute of the member(s) investigated shall be informed about the investigation right away, or at the earliest possible time.

Sanctions

- The CoCC will choose a disciplinary action based on the type of violation, the severity of the violation, & the impact on the perpetrator & MSA-Pakistan.
- The reports & proposed disciplinary actions will be shared with the EBTO who will make the final decision. The EBTO has the right to alter any disciplinary action proposed by the CoCC.
- In case it is an MSA-Pakistan Official, the report shall be sent in full detail to the SupCo. The SupCo will decide on further disciplinary actions & may decide to investigate further into the matter.
- All disciplinary actions will take effect immediately. The LC/CIPresident will be informed of the disciplinary action against their members & will be required to respect the privacy of this information.

Documentation

- If the disciplinary actions are long-term & the person is banned from participating in certain MSA-Pakistan activities, CoCC & EBTO will be aware of the person's inability to participate in these events.
- These people will be informed that should they wish to participate in these activities, they will be removed & potentially others will be aware there are disciplinary actions taken against them. The EBTO will need to ensure that they receive adequate information about these activities in order to enforce these actions.

History

- Adopted on 12th January 2025, Through EBTO Voting



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