

## **POLICY FOR WELCOMING PROGRAMS**

Translated 2014-08-21

Revised 2014-11-20

Revised 2016-06-28

Revised 2017-08-15

This is a translation of Föreningen Ekonomerna's Swedish policy "Policy för mottagningsverksamhet". In case of ambiguity in matters of dispute, the Swedish version shall always apply.

### **Purpose of the policy for the welcoming program**

The policy should offer guidelines as to how we, using the success of the welcoming program as a starting-point are to successfully build lasting relationships with the students. The main purpose of the policy is to:

- Describe guidelines for how the welcoming program should be conducted in the form of activities.
- Describe guidelines for communication and reporting.
- Describe the responsibilities of a project manager.
- Describe the responsibilities of a Fadder or Buddy.

### **Purpose of the welcoming program**

The welcoming program at Föreningen Ekonomerna aims to give the new students a warm welcome to Stockholm Business School, but it also aims to introduce them to university studies and student life.

The welcoming program also aims to introduce the new students to Föreningen Ekonomerna and its activities as well as to familiarize the students with the Association's partners and sponsors.

### **Objectives of the welcoming program**

- Every new student should have the opportunity to develop a social network.
- The activities should be widely varied and target a wide range of students.
- No one is to feel violated, discriminated or harassed.
- A healthy relationship to alcohol during the program.
- Further the cooperation and integration amongst students.

### **General Guidelines**

The welcoming program must be arranged with the outmost professionalism amongst all parties involved.

- The welcoming program must follow Föreningen Ekonomerna's overall strategy and current policies, with a special focus on the Conduct and Equality policy and Policy for alcoholic drinks and drugs.
- Decisions and alterations must always be taken according to what is best for Föreningen Ekonomerna.
- The welcoming program must always be open and proactive in its communication with concerned parties.
- The welcoming program should first and foremost focus on students at SBS.
- The welcoming program must communicate a consistent image of the brand Föreningen Ekonomerna.
- To participate in the welcoming program is not mandatory and all kinds of coercion, peer-pressure, discrimination or insulting someone's integrity are strictly forbidden. Furthermore, no tasks that go against the laws and restrictions in Sweden are allowed to be assigned.
- The welcoming program must have activities that are varied that can target a wide range of students.
- The welcoming program should strengthen the comradery amongst students.
- Persons in positions of confidence as well as those who represent Föreningen Ekonomerna at the events of the Welcoming program shall respect the micro-peace.

### **Fadderiet Generals and Master's Welcoming Weeks -coordinators shall**

- Know Föreningen Ekonomerna's overall strategy and policies well and take responsibility that faddrar and buddies know them as well.
- Plan, coordinate and be accountable for Fadderiet/Master's Welcoming Weeks.
- Pursue a good co-operation with the other committees and projects within the Association.
- Pursue a good relationship with external parties.
- Create a budget as well as a project plan and use these as management tools when managing the project.
- Inform the Board about the progression of the project on a regular basis, first and foremost through the Second Vice President/Head of International Affairs.
- Always be a good role model for faddrar/buddies and micronomer/newbies
- Always be a good representative of Föreningen Ekonomerna at all internal events.
- Always be reachable during Fadderiet/ Master's Welcoming Weeks.
- Never misuse their position.
- Follow the micronom/newbie-peace during Fadderiet/ Master's Welcoming Weeks.
- Responsible for having good lines of communication with the faddrar/buddies and make sure that faddrar/buddies always are up to date on Fadderiet/ Master's Welcoming Weeks events.
- During the project and after the project has ended, contribute to the search for new Faddergeneraler/Master's Welcoming Weeks -Coordinators for the next semester.

- Give a full written and oral handover to the next Faddergeneral/ Master's Welcoming Weeks -Coordinators
- Preserve the student culture within Föreningen Ekonomerna.
- Be able to receive a written certificate at the end of a Fadder/ Master's Welcoming Weeks.

### **Faddrar/Buddies shall:**

- Be very familiar with the policies that the Faddergeneral/ Master's Welcoming Weeks -coordinators and the Board present to the faddrar/buddies.
- Always strive to give all new students a warm welcome to their time as students.
- Always be a good representative for Föreningen Ekonomerna at all internal events.
- Guarantee that there will be no pressure or encouragements to drink alcohol.
- Guarantee that no student feels uncomfortable or violated.
- Allow the new students to form their own opinions about courses, teachers, Föreningen Ekonomerna and other study related aspects.
- Respect the Social Committees(PrUs) work and guidelines.
- Not get noticeably drunk at any Fadderiet/Master's Welcoming Weeks event.
- Follow the micronom/newbie-peace during Fadderiet/ Master's Welcoming Weeks.
- Keep the Faddergeneral/Master's Welcoming Weeks -Coordinators informed about important events on a regular basis.
- Be able to receive a written certificate after finishing their services as a Fadder/Buddy.
- Not be engaged in the Operational Management Group during the same semester unless there are special circumstances.