



# Pune Model United Nations Conference 2016

in association with

**The Bishop's School, Camp**



In collaboration with



UN Information Centre  
New Delhi

Office of the Secretary-General

Office of the Chef de Cabinet

(PUNE) A/2/52/2016

October 1, 2015

Dear Conference Stakeholders,

## Code of Conduct for the Pune Model United Nations Conference 2016

Pune Model United Nations will convene its Conference 2016 through 15 – 17 January 2016 at The Bishop's School, Camp, Pune - 411001. The Conference will commence with the Inaugural Ceremony on 15 January 2016 at 18:00 Hours (IST). Regular meetings of the conference will be held from 08:30 – 18:30 Hours (IST) on 16 January 2016, and from 08:30 – 19:30 Hours (IST) on 17 January 2016.

We find it important to highlight that Pune Model United Nations is an inclusive organisation strongly averse to discrimination, misconduct, malpractices, and sexual harassment. As a participant, the applicant shall be bound by the code of conduct, policies and regulations of the organisation, failure to abide by which will terminate the applicant's participation at the Conference. In furtherance of this, we are issuing the Code of Conduct and Policies of the Organisation that all conference stakeholders need to adhere to through the duration of the Conference. This secretarial communication to all conference stakeholders is hereby being issued under the seal and authority of the Offices of the Secretary-General and Chef de Cabinet of the Pune Model United Nations, derived from the Charter of the United Nations applicable mutatis mutandis to the organisational simulation, affiliated and endorsed by the United Nations through the UN Information Centre for India and Bhutan for purposes of collaboration, and exercised hereto this effect on the FIRST DAY OF OCTOBER, TWO THOUSAND AND FIFTEEN.

Dedicated to your service, we remain

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## CODE OF CONDUCT

### PART I

#### GENERAL

##### 1. INTRODUCTION

1.1. These Rules will be henceforth collectively known as the Pune Model United Nations Code of Conduct (hereinafter, the Code) applicable for the Pune Model United Nations Conference 2016 (hereinafter, the Conference) to be convened through 15-17 January 2016 (hereinafter, tenure of the conference) by the Pune Model United Nations (hereinafter, the Organisers).

1.2. For the purposes of the Code, “members” shall include any and all participating and organising stakeholders of the conference, inclusive of, but not limited to, the delegates, faculty coordinators, associated relations of the delegates, conference officials, organising committee members, Secretariat members, conference volunteers, etc.

1.3. For the purposes of the Code, “conference venue” shall include the entire campus of The Bishop's School, Camp, Pune – 411001.

##### 2. COMPLIANCE

2.1. All members of the Conference are expected to comply with the Code of Conduct to ensure a civil and respectful work environment throughout the conference similar to that of the diplomatic corps at the United Nations.

2.2. Members who do not follow the Code will forfeit their privileges to participate debate and vote. In serious disciplinary cases, members may be asked to leave the conference.

### PART II

#### CORE VALUES

##### 3. COURTESY

3.1. Members must treat other members, Secretariat and staff authorities with the highest level of courtesy and respect. Please notify any member of the Secretariat if a dispute arises at any time during the Conference.

3.2. Members must be professional in their speech, actions and appearance during the conference and display respect for the opinions and ideas of fellow delegates.

##### 4. DISCRIMINATION AND SEXUAL HARASSMENT



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4.1. Diversity is a core value of the United Nations and the Pune Model United Nations. It is the intention of the Organisers that the environment of the Conference supports the educational goal.

4.2. Discrimination based on race, gender, sex, sexual orientation, colour, nationality, age, religion or disabilities is prohibited in the activities of the Conference. Please notify the Conference Secretariat if you believe any of these are being violated.

4.3. Sexual harassment is strictly prohibited. The conference defines sexual harassment as:

4.3.1. Unwanted sexual advances that may take the form of inappropriate sexual or suggestive comments,

4.3.2. Unwelcome requests for sexual favours; and

4.3.3. Such conduct that has the purpose or effect of unreasonably interfering with an individual's academic or sounds or jokes; unsolicited touching or fondling; unwanted intercourse or assault; work performance, or of creating an intimidating, hostile or offensive educational, social, living or working environment.

4.4. If any delegate, staff or advisor believes they have encountered discrimination, which results in a hostile working environment or disparate treatment, or sexual harassment, they must immediately bring it to the attention of the Secretary-General of the conference or a conference staff member, who shall immediately report the same to the Secretary-General.

4.5. The Secretary-General must investigate the merits of the allegations, interviewing all parties involved and must follow the principles of natural justice in conduct of such investigation.

4.6. Based on the investigation findings, the Organisers may:

4.6.1. take no action;

4.6.2. issue a verbal reprimand;

4.6.3. separate the individual from the conference;

4.6.4. implement any other action deemed appropriate.

## 5. RESPECT TO PROPERTY

### 5.1. MEETING ROOM USE

5.1.1. Members must respect the property of the Conference venue.

5.1.2. Members will be financially responsible for any damage to the conference venue that may result from their actions. Members must respect the meeting rooms and furniture provided by The Bishop's School, Camp, Pune at all times. Members found writing on tables or chairs will be immediately removed from the conference.

### 5.2. TRASH



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5.2.1. Members are responsible for their own trash. After each committee session, each member is to clean his/her own area before leaving the room.

### PART III

#### PROTOCOL

#### 6. OFFICIAL LANGUAGE

6.1. The official language of the conference is English. All conference proceedings will be conducted in English.

#### 7. DRESS CODE

7.1. During the Conference, delegates must dress in formal attire, traditional national dress or western business attire. Detailed Dress Code is added as Annexure 1 to this document.

#### 8. IDENTIFICATION BADGES

8.1. Delegates are required to wear their identification badges at all times to obtain access to all conference meetings and activities within the venue.

8.2. Lost badges must be immediately reported to the Conference Secretariat and cannot be replaced.

#### 9. DIPLOMATIC CHARACTER AND CONDUCT

9.1. During all meetings, delegates are expected, at all times, to remain in character and represent the interests and policies of the countries to which they are assigned.

9.2. Delegates must study the Rules of Procedure in depth and follow its clauses throughout the Conference. Please contact the Conference Officials or the Secretary-General should any questions about the Rules of Procedure arise.

9.3. Meetings of the Conference will begin on time as scheduled. All delegates must arrive at the assigned conference/committee room at least 10 minutes prior to the start of the meetings. The presence of all delegates at all committee meetings is essential for ensuring productive debate during the Conference and a successful outcome.

9.4. Delegates are expected to give their full attention to the proceedings in all meetings. Passing notes during meetings could be distracting and is discouraged. Delegates should engage other delegations in discussions during breaks, informal consultations or after sessions have concluded for the day.



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### 10. ELECTRONICS

10.1. The use of cell phones and other electronic devices will not be permitted during Conference meetings.

10.2. Laptops may only be used during informal consultations and when drafting resolutions.

10.3. Usage of laptop while addressing the meeting in general debate (general speakers' list) is prohibited.

10.4. Delegates are expected to behave properly when using electronic resources during the tenure of the Conference. Conference staff and other relevant authorities have the right to monitor computer activities.

### PART IV

#### ITEMS BROUGHT TO THE CONFERENCE

### 11. RESTRICTION ON ITEMS BROUGHT TO THE CONFERENCE

11.1. During all meetings, delegates will only be permitted to bring water into the conference/committee rooms. Items which form part of Annexure 2 of this document are strictly prohibited at the conference venue.

11.2. Eating, smoking, or drinking other beverages during formal meetings is prohibited.

### 12. ORGANISERS NOT LIABLE FOR LOSS OF ITEMS

12.1. The organisers of the Conference are not responsible for delegates' personal possessions, whether lost or stolen. Delegates are reminded to guard their belongings.

### PART V

#### REASONABLE DISCRETION OF THE ORGANISERS

### 13. ORGANISERS' EXTRA-ORDINARY POWER

13.1. All members are expected to maintain decorum in the venue and are expected to conduct themselves in a manner befitting the executive profession and diplomatic stature and responsibilities that they are discharging. The Organisers reserve the right to take appropriate action for any unethical, unprofessional and immoral conduct.

13.2. The Secretary-General's decision as regards the interpretation of this Code or any other matter related to the conference will be final and binding.

13.3. If there is any situation which is not contemplated in the Code, the decision of the Secretary-General on the same shall be final and binding.

13.4. The Organisers reserve the right to vary, alter, modify, or repeal any of the above rules without any prior notification, if so required and as they may deem appropriate.



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13.5. Any issue or matter concerning the conference will be decided by the Organisers. Any grievance may be addressed to the Secretary-General or the Chef de Cabinet, whose decision shall be final.

### ANNEXURE 1: DRESS CODE

(Pursuant to Rule 7.1 of the code of conduct)

#### SUITS

A suit always looks professional and is the best option. School uniforms will be allowed as a secondary option for high school participants.

#### TIE

Ties are compulsory for male delegates, except where the country's norm would not permit wearing it.

#### SHIRTS & TOPS

Males must wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. No T-shirts.

#### PANTS & BOTTOMS

Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or tights. Skirts should not be more than two inches above the knee. No jeans or shorts.

#### SHOES

Females may wear high-heels or dress flats. Open-toed shoes must be professional. Males should wear dress shoes. No sneakers or flip-flops.

#### JEWELLERY & PIERCINGS

If you have piercings on your face that is not for cultural purposes or that is on your ears, it is best to remove the rings or studs during the conference for a professional presentation.

#### NON-PERMISSIBLE DRESSING STYLE, ITEMS AND ACCESSORIES

Dress sweaters, shorts, ball caps, jeans, hats, sneakers, and sunglasses are considered too casual. Clothes that expose excessive bare skin, reveal undergarments, or are otherwise revealing are inappropriate. It is not appropriate for delegates to display any national symbols such as flags, pins, crests, etc. on their person during sessions. UN symbols are acceptable.



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### ANNEXURE 2: BANNED ITEMS

(Pursuant to Rule 9.1 of the code of conduct)

**Explosive and incendiary materials:** Gunpowder (including black powder and percussion caps), dynamite, blasting caps, fireworks, flares, plastic explosives, grenades, replicas of incendiary devices, and replicas of plastic explosives.

**Flammable Items:** Gasoline, gas torches, lighter fluid, cooking fuel, other types of flammable liquid fuel, flammable paints, paint thinner, turpentine, aerosols (exceptions for personal care items, toiletries, or medically related items).

**Gases and pressure containers:** Aerosols (with the exception of personal care items or toiletries in limited quantities in containers sized three ounces or smaller), carbon dioxide cartridges, oxygen tanks (scuba or medical), mace, tear gas, pepper spray, and deeply refrigerated gases such as liquid nitrogen.

**Matches:** All matches are banned at the conference venue.

**Oxidizers and organic peroxides:** Bleach, nitric acid, fertilizers, swimming pool or spa chemicals, and fiberglass repair kits.

**Poisons:** Weed killers, pesticides, insecticides, rodent poisons, arsenic, and cyanides.

**Infectious materials:** Medical laboratory specimens, viral organisms, and bacterial cultures.

**Corrosives:** Drain cleaners, car batteries, wet cell batteries, acids, alkalis, lye, and mercury.

**Organics:** Fiberglass resins, peroxides.

**Radioactive materials:** There are some exceptions for implanted radioactive medical devices. Contact your airline for details on how to ship other radioactive materials.

**Magnetic materials:** Strong magnets such as those in some loudspeakers and laboratory equipment.

**Alcohol:** Alcohol of any and all kind is banned in the Conference.

**Marijuana (cannabis):** Marijuana in any form is banned in the Conference.

**Other dangerous items:** Tear gas, spray paint, swimming pool or spa chlorine, and torch lighters.

**Note:** If you are in any doubt about whether an item may be under the category of banned items, you should bring it to the attention of either the conference staff or the security screener.