

Society Events Code of Conduct (2025–2026)

1. General Conduct

Society leadership and members are expected to foster a diplomatic, inclusive, and respectful environment - within their own activities, the broader DA community, and all events organized or co-hosted by the Society.

All participants must:

- Maintain decorum and professional standards of behaviour.
- Engage in discussions respectfully, demonstrating good-faith dialogue, courtesy, and open-mindedness.

Inappropriate conduct will not be tolerated, including but not limited to:

- Shouting or interrupting speakers or participants.
- Using discriminatory, offensive, or demeaning language or gestures.
- Harassing, provoking, or intentionally disrupting events.

Violations of these standards may result in removal from the event and suspension from future activities.

2. Event-Appropriate Dress Code

Attendees are expected to present themselves in a manner reflecting the **formal and diplomatic nature** of the Society's engagements. This applies to internal panels, embassy visits, conferences, and all events in collaboration with international organizations, NGOs, or diplomatic missions.

- **Business or Business Casual attire** is required unless otherwise specified in the event invitation.
- **Formal Business attire** is mandatory for visits to embassies, international organizations, and official diplomatic functions.
- Clothing must be clean, neat, and appropriate for a professional setting.
- **Overly casual items** (e.g. jeans, shorts, sportswear, flip-flops, graphic T-shirts) are not acceptable.

Failure to comply with the dress code may result in being denied entry to the event and can affect eligibility for future participation.

3. Punctuality and Attendance Policy

Punctuality and reliability are essential to maintaining the professional integrity of the Societies and their external partnerships. All registered participants are expected to attend

events on time and notify the organizing team **at least 72 hours in advance** in case of unavoidable absence.

- Participants should arrive **at least five minutes before** the scheduled start of an event.
- Arrival **more than 10 minutes late** constitutes lateness.
- A **no-show** is defined as failing to attend a registered event without providing 72-hour prior notice.
- One unexcused lateness or no-show will result in a **written reminder** of this policy.

To cancel attendance, participants must inform the relevant leadership team through the **official communication channel** at least 72 hours before the event, or as soon as reasonably possible in emergencies. Repeated lateness or no-shows will lead to **suspension from all events for the remainder of the trimester**.

Shared Cool-Off List

To ensure fairness and accountability, the Societies maintain a shared cool-off list to track participants who repeatedly fail to attend events or violate society rules (such as last-minute cancellations, delayed arrivals, or other forms of non-compliance).

- **1st strike:** Formal warning.
- **2nd strike:** Ban from one society's events for one term.
- **3rd strike:** Ban from all societies' events for one term.

4. Acknowledgement and Enforcement

By registering for or participating in any Society event, all members and attendees **agree to uphold** the standards outlined in this Code of Conduct.

Violations may affect future participation and, where appropriate, be referred to the **Diplomatic Academy Administration**.

This Code of Conduct is subject to **periodic review and update** by DASI, in consultation with the DA Administration and all the Society Presidents.

We thank all participants for contributing to the Society's professional environment and for representing the **Diplomatic Academy of Vienna** with integrity, respect, and distinction.