



## University of Lincoln Students' Union Code of Conduct 2020/21

This Code of Conduct covers all University of Lincoln Students' Union (ULSU) members. All students at the University of Lincoln are members of the Students' Union unless they opt out of membership. Membership of the Students' Union affords privileges to Student members. These privileges are detailed By Law 1 which can be found <https://lincolnsu.com/your-union/how-we-are-run>. These privileges are subject to this code of conduct.

Any activity or event organised by a ULSU member (as defined below) is an SU event and any attendees or organisers are representing the SU. This Code of Conduct outlines the expectations that the Trustees of ULSU place on those acting in ULSU's name.

- Sports Clubs or, Society Societies or Academic Societies
- Campaigns Network
- Academic Representatives
- Academic Opportunities
- Volunteer Officers

Any member wishing to seek further clarification on any part of this Code of Conduct should contact the Students' Union Reception in the first instance.

This document should be read in conjunction with the ULSU Staff Protocol which forms part of this code of conduct.

### General

All members participating in any ULSU activity or event are required to accept and adhere to the following terms and conditions:

- Members will conduct themselves at all times to ensure that their actions, or perceived actions, do not bring either the University of Lincoln or ULSU into disrepute; this includes but is not limited to poor behaviour, misuse of facilities or non-adherence of relevant ULSU Policies such as the External Speakers Policy.
- All activities, meetings, trips, events (with or without guest speakers) must not take place without ULSU approval via the student dashboard at [lincolnsu.com](https://lincolnsu.com). A risk assessment must be completed and the ULSU Health & Safety policies and procedures must be adhered to.
- Any incidents, accidents and near misses must be reported via <https://lincolnsu.com/activities/resources>, under 'Report an Accident', ensuring that the Students' Union is selected as the "College /Department". Further information on Health & Safety can be found in the ULSU Health and Safety Policy for Societies, Sports Clubs, Campaigns Networks, Volunteer Groups and Representatives Policy.
- Members are required to ensure that any consumption of alcohol at any time during a social activity is within the bounds of social responsibility.
- Members will uphold the law of the land and avoid bringing the University, ULSU and other members into disrepute.
- Members must inform, via the student dashboard at [lincolnsu.com](https://lincolnsu.com), and gain approval from ULSU of all visiting speakers who intend to speak at an event organised by an activity; the processes and associated timelines for completion of this are outlined in the ULSU External Speakers Policy which can be located with all other policies under <https://lincolnsu.com/your-union/how-we-are-run/policies>.



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- It is strictly forbidden in Charity Law for any ULSU associated activities (as outlined above) to have a bank account outside ULSU. All monies should be deposited with ULSU. Any member who becomes aware of an external bank account should inform ULSU immediately.
- No money must be handed directly to another member to pay for any events, trips, kit or items associated with the aforementioned activities; all money must be paid to the ULSU Reception only. Any member who is asked to hand money to another member must report this to ULSU immediately.
- Representatives, elected or otherwise, of Sports Clubs, Societies, Campaigns Networks, and Academic Representatives should lead by example, maintain a professional standard of behaviour and ensure that they maintain appropriate levels of conduct and confidentiality, particularly in regards to current Data Protection Legislation.

### **Sports, Societies and Academic Societies**

- Consumption of alcohol is strictly forbidden whilst partaking in any sporting activity. This includes traveling to and from a game/event. Public Service Vehicle ruling states that if transport is attending a sporting fixture, then alcohol is illegal on the vehicles. This ban includes possession of unopened cans or bottles on board and/or in the hold.
- All members partaking in these activities are required to purchase the appropriate insurance cover alongside their membership to those groups. The policy schedule is emailed to members once the insurance has been purchased. Further information can be found on the ULSU website at <http://lincolnsu.com/insurance>.
- All members are required to report to ULSU, as soon as possible, any participant in a club or society who does not hold a valid membership to that club or society.
- All playing kit for sports clubs must be ordered through the SU's agreed exclusive kit supplier unless approval has been given by the Executive Committee. Certain items are excluded under the exclusive agreement; the Activities Department can provide more information on this.

### **Equal Opportunities**

All activities have a duty to provide a safe space for their members and should proactively encourage a diverse and anti-discriminatory environment. The ULSU Group recognises that discrimination may occur against individuals, minority and majority groups and that the aforementioned possess rights and protected characteristics that should be upheld, enforced and protected. Therefore, all activities have the responsibility to report any untoward behaviour to the Students' Union in the first instance, in accordance with the Complaints Policy (available on the Students' Union website).

Any members involved in discriminatory behaviour or actions will be in breach of this policy and therefore subject to disciplinary action.

### **Bullying and Harassment**

Harassment is viewed as discriminatory behaviour, whereby a person or group of people holds a particular prejudice and also has the power to act on that prejudice. Bullying, though non-discriminatory in nature, is still a serious abuse of power involving threatened or actual physical or emotional abuse.



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Examples include:

- a) Insensitive and derogatory jokes, statements and pranks,
- b) Offensive comments about appearance;
- c) Unnecessary or unwanted body contact;
- d) Displays of offensive (such as sexist, racist or homophobic materials and literature;
- e) Speculation about an individual's private life and sexual activities;
- f) Threatened or actual violence, sexual or otherwise;
- g) Threat of dismissal, loss of promotion etc. for refusal of sexual favours;
- h) Behaviour that creates an uncomfortable or intimidating environment.

The examples above are not exhaustive. Bullying and harassment are not tolerated by the ULSU Group and any instances should be reported to the Students' Union in the first instance, in line with the Complaints Policy.

### **Social Events**

Social events can act as a team building exercise where members can meet and socialise with other members, as well as building communities and celebrating success. The following terms must be adhered to, in order to encourage a safe, non-threatening, enjoyable environment in which members can enjoy such events:

- All members must recognise and adhere to the policies of ULSU and the University.
- At social events, activities are required have at least one person who will not be under the influence of alcohol.
- All members are to take a responsible attitude to the consumption of alcohol on and off University campus, including within ULSU Venues.
- The use of alcohol at social events must not be promoted as obligatory.
- Non-attendance at social events must not be a barrier to inclusion and participation.
- Social events must not cause the individuals involved to feel degraded, harassed or intimidated.
- Members must demonstrate appropriate behaviour and respect towards members of the local community or University.

All members must adhere to the above ULSU Equal Opportunities and Bullying and Harassment statements. The SU operates a Zero Tolerance approach to both of these statements.

### **Initiation Ceremonies**

The SU has a zero-tolerance approach to ensuring that Initiation Ceremonies (a.k.a. hazing) do not take place, to ensure the safety of its members. It is also a requirement of the SU's affiliation with BUCS (British Universities and College Sports) that every institution who participates has a zero-tolerance approach to initiations.

The definition of an Initiation Ceremony is a welcome event ceremony in which members (often new members) of the club are expected to perform a task or tasks as a means of gaining credibility, status or entry within that club. This may involve peer pressure (though not explicitly) exerted on students, and may compromise a person's dignity by forcing or requiring an individual to drink alcohol, eat mixtures of various food stuffs, nudity and other behaviour that may be deemed humiliating or abusive. Forcing members to take part constitutes Bullying and Harassment and any member found to have forced others to participate will be reported to the University of



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Lincoln for their consideration of the behaviour.

Welcome event ceremonies are banned by ULSU, BUCS and University regulations, and any committee of an activity found to organise an event will be subject to the student disciplinary process as per the Student disciplinary procedures for member(s), Committees, Societies and Sports Clubs forming part of the Code of Conduct of the Students' Union.

### **Declaration and agreement**

I understand that I will be dealt with under ULSU disciplinary procedures (which forms part of this Code of Conduct and can be found here - <http://lincolnsu.com/your-union/how-we-are-run>) and may be reported to other authorities as appropriate should I break this Code of Conduct.

I understand that a refund to a Sports, Society or Academic Society membership can only be requested within 7 days of purchase and that proof of purchase will be required. I understand that, should a member wish to obtain such a refund after 7 days of payment, this may only be given at the discretion of the President of the activity in question.

**June 2020**