

UNIVERSITY OF EXETER
STUDENTS'
GUILD



Member Code of Conduct



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1. Purpose

- 1.1. The University of Exeter Students' Guild (the Guild) is committed to promoting an environment that is inclusive, collaborative and empowering, and where individuals are treated with dignity, fairness and respect. It is therefore important that all our members understand the standards of conduct that are expected of them in maintaining that environment.
- 1.2. This Code of Conduct sets out the standards of conduct and behaviour expected everyone on Guild premises or attending Guild events.

2. Scope

- 2.1. The Members Code of Conduct applies to:
 - All members of the Guild, including associate members and honorary life members;
 - People associated to a student group including, but not limited to, members, associate members, coaches/instructors and administrators;
 - Elected members of Guild committees, volunteers or those that hold a representative position within the Students' Guild.
- 2.2. It does not apply to Guild Staff, paid Sabbatical Officers or Trustees, who should refer to the Staff Code of Conduct.
- 2.3. The Code of Conduct applies to any action that:
 - happens on the Guild premises;
 - is committed while using Guild facilities or attending a Guild event;
 - is committed while a member is representing, acting on behalf of or could be perceived to be representing or acting on behalf of the Guild at an event, during a trip, online (e.g., via social media) or in correspondence;
 - takes place whilst undertaking an activity supported by the Guild or whilst on Guild business;
 - takes place in person or in writing, online or virtually, or by a physical act or gesture.

3. The Code

- 3.1. The Guild is committed to being a radically inclusive organisation that cares about the safety and wellbeing of our members and our staff. We have an ethical and legal responsibility to celebrate and champion equality, diversity and inclusion. Harassment, bullying, abuse, discrimination, victimisation, exploitation or violence will not be tolerated on any of our premises.
- 3.2. All members of the Guild are expected to:
 - Act in accordance with the Guild's policies and Bylaws and operate within the rules related to the activities they participate in;
 - Familiarise themselves with the Guild's values and behaviours (Appendix A), and behave in a way that is consistent with these;
 - Always behave in a reasonable and responsible manner and avoid actions which could endanger others or bring the Guild or the University into disrepute;

- Demonstrate mutual respect and understanding for all members of the University and wider communities;
- Be aware of how their actions may be perceived by others;
- Ensure all members feel welcome to participate in discussions, activities, services or events;
- Conduct themselves in a manner that does not offend others and refrain from using foul and abusive language, either verbally, in writing, online or via social media;
- Not engage in any form of behaviour that is harassing, discriminatory, threatening, intimidating or anti-social;
- Conduct themselves in a manner that ensures the Guild is an open, welcoming, inclusive and supportive space for all students, in which no forms of discrimination are tolerated;
- Treat all Guild and University property with respect and not interfere with other people's enjoyment of Guild facilities or events;
- Not encourage others into acting against the code, and to speak out against behaviour that does;
- Comply with the reasonable requests of Guild and University staff.

4. Misconduct

4.1. The following are examples of behaviour which are considered misconduct and therefore likely to lead to disciplinary action:

- behaving in any manner likely to bring the Guild into disrepute whether on or off Guild and University property;
- any breach of the Guild's Drugs Policy;
- any breach of the Guild's Equality, Diversity and Inclusion Policies;
- failure to comply with the University's Policy and Code of Practice Regarding Freedom of Speech;
- disorderly, threatening, bullying or offensive behaviour or harassment, whether physically, verbally or online whilst on Guild premises, when representing or could be perceived to be representing the Guild;
- any action likely to cause injury or acting without due regard to the safety of others;
- making defamatory or maliciously false statements about any member of the University community;
- any interference with fire safety equipment on Guild premises, including activating fire alarms except in a genuine emergency;
- damage to, defacement of, or misappropriation of Guild property or the property of other members of the Guild, whether caused intentionally or recklessly;
- failure to comply with Guild financial procedures;
- misuse or unauthorised use of Guild premises and property, including computer misuse;
- breaches of any other of the Guild's codes, policies, regulations or guidance.

- 4.2. The following are examples of misconduct which the Guild will consider as acts of serious (or gross) misconduct and may lead to more severe disciplinary outcomes, up to and including termination of membership;
- acting to, or with intent to, commit theft, fraud, deceit, deception or dishonesty in relation to the Guild, its staff and members or while representing or purporting to represent the Guild;
 - discrimination, harassment or victimisation of others on the grounds of their age, disability, gender, gender re-assignment, pregnancy, maternity, marriage or civil partnership. race, religion, belief, sexual orientation or any other characteristic protected under the Equality Act 2010;
 - the use of anonymous online platforms to discriminate, bully, harass or victimise others;
 - the use, possession or supply of illegal drugs on Guild premises or while representing or purporting to represent the Guild;
 - committing a criminal offence that could affect your suitability to stand as a member of the University community;
 - sexual misconduct, including any unwelcome behaviour of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation;
 - physical violence or sexual violence towards others, or the threat of physical or sexual violence;
 - persistent or repeated acts of misconduct over an extended period;
 - failure to report a criminal conviction or driving disqualification to the Guild.
- 4.3. These lists are not exhaustive and intended as a guide only.

5. Online Behaviour

- 5.1. As a member of the Students' Guild, you are expected to conduct yourself online just as you would in any other situation, and treat people with the same fairness, honesty and respect as you would in person. When using online platforms (such as social media, messaging, e-mail, groups and forums) to interact with other Guild members or as part a society, group or event, you must:
- Act in line with this Code of Conduct and the Guild's Social Media Policy;
 - Verify information before sharing it;
 - Be honest about your intent when posting content;
 - Avoid actions that might discredit your, your fellow members, Guild colleagues or our organisations;
 - When using social media or online platforms on behalf or as part of a Guild society or group, always remember that you are representing the Guild.
- 5.2. Anonymous use of online platforms for the purpose of the bullying, discrimination, harassment or victimisation of others or to discredit the Guild, its staff or members will be regarded as gross misconduct.

6. Breaching the Code of Conduct

- 6.1. An allegation of a breach in the Code of Conduct will lead to an investigation under the Disciplinary Procedure for members.

- 6.2. If you believe that another member has breached this Code, you can raise your concerns either informally or formally with a member of Guild staff, following the process outlined in our Complaints Procedure.
- 6.3. Where a member of a society, club or committee breaches the Code, the student group should refer the matter to a member of staff.