

Code of Conduct (Members)

G070

Policy Origin: **Staff**

Approved by:
Board of Trustees – 28th July 2016

Expiry:
July 2019

1. Introduction

This Code of Conduct sets out the minimum standards of conduct and behaviour expected by all persons on Guild premises or attending Guild events including members and elected officers.

The Code of Conduct has been written with the aim of ensuring that all members have the best possible experience whilst studying at the University of Liverpool

The Code helps the Guild facilitate an environment where all users of the Guild's services, visitors, any member of the University community or any member of the communities in which our members live are treated with dignity, fairness and respect.

2. Application

This Code of Conduct applies to:

- 2.1. all members of the Guild;
- 2.2. all Guild societies;
- 2.3. all contractors of the Guild;
- 2.4. any visitor to Guild premises;

3. Standards of Behaviour

The Guild expects as a minimum standard of behaviour that each member shall:

- 3.1. Conduct themselves in a reasonable and responsible manner at all times;
- 3.2. Conduct themselves in a manner of mutual respect and understanding for all members of the University and wider communities;
- 3.3. Not engage in any activity or behaviour likely to bring the Guild or the University into disrepute;
- 3.4. Conduct themselves in a manner that shall not offend others and shall not use foul and abusive language, either orally, in writing or by expression or by engaging in any form of discriminatory or anti-social behaviour;
- 3.5. 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.
- 3.6. Treat all Guild and University property with respect and shall not interfere with other people's enjoyment of Guild facilities or events;
- 3.7. Comply with the reasonable requests Guild and University staff;
- 3.8. Comply with the Guild's governing documents and policies;

- 3.9. Adhere to the Guild's and University's Health & Safety Code of Practice and to any specific requirements that apply to specific areas or activities. It is the individual's responsibility to be familiar with this policy at any event and at all times;
- 3.10. To report to the University any criminal proceedings in accordance with the University's Conduct and Discipline Procedure (not including minor road traffic offenses except for any member that is responsible or may be responsible for driving any vehicle for and on the Guild's behalf who should also advise of any period of disqualification).

4. Scope

This code applies to any action taken:

- 4.1. on Guild premises;
- 4.2. whilst using Guild facilities;
- 4.3. when representing, or purporting to represent, the Guild;
- 4.4. whilst on Guild business;
- 4.5. whilst undertaking any activity supported by the Guild;
- 4.6. whether in person, in writing including on social media, or by a physical act or gesture.

5. Misconduct

- 5.1. The following are examples which constitute misconduct that is likely to lead to disciplinary action and is not exhaustive:
 - a. behaving in any manner likely to bring the Guild into disrepute whether on or off Guild and University property;
 - b. any breach of the Guild's Drugs Policy;
 - c. any breach of the Guild's Equality and Diversity Policy;
 - d. failure to comply with the University's Policy and Code of Practice Regarding Freedom of Speech;
 - e. disorderly, threatening, bullying or offensive behaviour or harassment, whether physically or verbally whilst on Guild premises, representing or purporting to represent the Guild whether on or off Guild premises;
 - f. any action likely to cause injury or acting without due regard to the safety of others;
 - g. making defamatory or maliciously false statements about any member of the University community;
 - h. any interference with fire safety equipment on Guild premises, including activating fire alarms except in a genuine emergency;
 - i. damage to, defacement of, or misappropriation of Guild property or the property of other members of the Guild, whether caused intentionally or recklessly;
 - j. failure to comply with Guild financial procedures;
 - k. misuse or unauthorised use of Guild premises and property, including computer misuse;
 - l. breaches of any other codes, policies, regulations or guidance adopted by the Guild.

5.2. The following are examples of misconduct which shall be considered by the Guild to constitute an act of serious misconduct;

- a. 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;
- b. discrimination, harassment, victimisation of others on the grounds of their age, disability, gender, gender re-assignment, pregnancy, maternity, race, religion, belief, sexual orientation or any other characteristic protected under the Equality Act 2010 and any subsequent legislation as may be applied;
- c. the use, possession or supply of illegal drugs on Guild premises or while representing or purporting to represent the Guild;
- d. committing a criminal offence if relevant to the Guild or to the members' standing as a member of the University community;
- e. physical or sexual violence towards others, or the threat of physical or sexual violence;
- f. persistent or repeated acts of misconduct over an extended period;
- g. failure to report a criminal conviction or driving disqualification to the Guild.

6. Breaches in the Code of Conduct

6.1. An allegation of a breach in the Code of Conduct shall be dealt with under the appropriate Disciplinary Procedure.

6.2. The provisions laid out in this Code of Conduct do not preclude action being taken by the University under their conduct and disciplinary procedures or referral to the police where criminal activity is suspected.

7. Licensed Premises

7.1. No part of this Code shall prevent a Licensee from exercising such powers as are available in relation to the preservation of good order under the various Licencing Acts. The Licensee may delegate his or her powers under these Acts to Duty Managers.

7.2. The licensee or his or her representative may refuse admission or any reason they deem necessary and impose such conditions on entry as they see fit utilising the Licensed Premises Policies as required.