



MEMBER CODE OF CONDUCT

TITLE:	BYE LAW SEVEN
OWNER:	MARK FRANCOS (GPC)
APPROVED:	STUDENT COUNCIL (26/11/25)

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1. The following code of conduct has been ratified by the UUSU Student Council and Board of Trustees and sets out the minimum standards of conduct and behaviour expected by all members, but excludes UUSU staff, as there are specific employment policies which fulfil this role.
2. UUSU Trustee Board has its own specific requirements and responsibilities of Trustees which is covered through the Articles of Association.
3. The Code of Conduct has been written with the aim of ensuring that all members have the best possible experience whilst studying at Ulster University and engaging with UUSU.
4. This Code also helps us to facilitate an environment where all users of UUSU'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.
5. The Disciplinary Procedure may be invoked against any member who invited in a non-member onto campus or to a UUSU led activity whose conduct is deemed unacceptable. This member is deemed to have accepted responsibility for the conduct of that person.
6. This Code of Conduct defines a member as set out in the Articles of Association.
7. In accordance with the relevant clauses within the Articles of Association and Byelaws, UUSU and its Trustees have a responsibility to all members and as such have a right to suspend or terminate membership if a member's conduct is found to be in significant breach of any part of this code.
8. The disciplinary process to be followed if a member is in breach of this code is set out in Appendix 4 which covers the disciplinary and misconduct process that will be followed.
9. All members, when using UUSU facilities and services, when attending UUSU led activities or when acting in any elected UUSU capacity, will:
 - 9.1. Conduct themselves in a reasonable, safe and responsible manner at all times but particularly on UUSU or University premises, whilst using UUSU facilities or participating in any SU activity/ event including club and society events wherever they are held or whilst representing or acting on behalf of UUSU wherever this may be.
 - 9.2. Not use offensive or foul language, act in an anti-social or discriminatory way.
 - 9.3. Not interfere with other people's enjoyment of UUSU or University facilities or activities.
 - 9.4. Not engage in activity or behaviour likely to bring the University or UUSU into disrepute.
 - 9.5. Comply with the reasonable requests of staff and officers of UUSU.
 - 9.6. Respect the privacy of others.
 - 9.7. Treat others with dignity and respect. This includes taking all necessary actions to prevent bullying, harassment and intimidation.
 - 9.8. Respect other people's rights to freedom of speech, that promotes thought and positive action rather than hatred.
 - 9.9. Celebrate the diversity of our students, and respect UUSU's overall commitment to EDI.
 - 9.10. Adhere to the UUSU Articles of Association, relevant policies, and byelaws.

- 9.11. Use UUSU resources responsibly and honestly.
 - 9.12. Treat the environment with respect.
 - 9.13. Undergo any training required as a result of any roles (voluntary or paid) undertaken.
 - 9.14. Not act dishonestly or with intent to commit fraud.
10. In addition, elected representatives will be required to fulfil their position and responsibilities as outlined in their role description.
11. UUSU reserves the right to escalate any complaint or misconduct directly to the university or relevant authorities.

APPENDIX FOUR – DISCIPLINARY PROCEDURE AND MISCONDUCT REGULATIONS

1. General Clauses & Considerations

- 1.1. This is an appendix of our Byelaw Seven covering the Member Code of Conduct. All members and visitors to UUSU are subject to the rules and regulations of the organisation. The aim is to promote fairness and order in the treatment of individuals, in line with the policies of the UUSU, which include the Articles of Association, Code of Conduct, and other relevant Byelaws as applicable.
- 1.2. Any member of the Union or an employee of the Union (including contractors) can raise a complaint under this process by filling out our complaint form as per Appendix 5. In raising a complaint, they should identify the person or persons who they wish to make a complaint about and (if possible) the behaviour that they feel has been breached.
- 1.3. Complaints cannot be made anonymously, however the name of person raising the complaint will not normally be raised to the person who it has been alleged has breached this Code.
- 1.4. For a complaint to be considered it must be lodged with the senior HR staff member in UUSU within 60 calendar days of the date of the incident about which you are complaining. When there have been allegations of criminality, UUSU reserves the right to extend this time duration.
- 1.5. Each complaint, once submitted, will then be screened by UUSU. The screening panel will consist of a senior member of staff and the President. The aim of the screening will be to check that the complaint is appropriate for progression and therefore not vexatious and/or without basis/evidential integrity. If the decision is that the complaint is not appropriate for the subsequent process then it will not be progressed, the outcome communicated to the complainant and the matter will be closed.
- 1.6. Where complaints proceed, all parties will be offered welfare support throughout the disciplinary procedure from a designated member of the HR team. Should consent be granted we will contact members directly to offer this support.
- 1.7. Any occurrences of potential gross misconduct reported by staff will be treated as a formal complaint and will follow these regulations.

- 1.8. Where they are being investigated for gross misconduct Students, Student Groups or Student Officers may be suspended throughout the disciplinary process. Suspension is not disciplinary action. This decision must be made unanimously by a member of the Student Officer team and member of the Senior Management Team.
- 1.9. UUSU through the senior HR member of staff will appoint an investigatory officer to consider all complaints. The individual appointed to investigate will usually be internal to UUSU. However, there may be occasions when it is not possible for a suitable manager to undertake the investigation process, within an appropriate timescale, or circumstances where we deem it appropriate or necessary to avail of the services of an external consultant. UUSU reserves the right to employ an external consultant on this basis.
- 1.10. In cases which involve the President, references to the President's involvement in the process should be read as a nominated alternative Sabbatical Officer.
- 1.11. UUSU will report on trends and themes of formal complaints and share with appropriate UUSU governing bodies unless doing so would breach the General Data Protection Act.

2. Informal Resolution

- 2.1. Where possible the Union will seek an informal resolution to end disputes.
- 2.2. To achieve this the Investigating Officer will usually have a conversation with the member who raised the complaint ("The complainant") and listen to their version of events.
- 2.3. If the grounds for complaint seem reasonable, recommendations may be provided in writing on how to mediate a complaint and conduct a process aimed at resolution without a formal disciplinary process.
- 2.4. If, during discussion, it appears that informal action will not satisfactorily address the complaint, the formal process may be used.

3. Formal Investigation

- 3.1. If the Investigating Officer believes that an informal resolution is not possible or they believe the complaint or allegation is deemed serious, or where repeated concerns about behaviour have arisen a formal investigation will take place. It will also take place where a complainant explicitly requests the use of the formal process.
- 3.2. UUSU reserves the right to ask groups or individuals to refrain from activity during an investigation to allow this to proceed uninhibited.
- 3.3. The Investigating Officer will seek to listen to the person or persons against whom a complaint has been made and seek evidence about the situation being investigated. A decision to investigate does not indicate support for a complaint, merely that further enquiry is necessary.
- 3.4. As noted in section 1.8, UUSU may, at its absolute discretion, suspend the person or persons against whom the complaint is being made from some or all Union activities including access to the Union's premises during the investigation and any disciplinary processes. A decision to suspend does not indicate guilt, merely that reasonable precautions are being taken to reduce risk to the Union and its members.

- 3.5. The Investigating Officer will aim to finish their investigation within 30 working days of the complaint being screened and escalated to the investigation stage. The time to investigate may be extended by up to another 15 working days if all parties in the complaint are informed of this extension and if it is agreed by the senior member of HR staff in UUSU.
- 3.6. A member does not need to give evidence for the investigation if they do not wish to, but this will not stop the investigation and any proposed outcomes taking place.
- 3.7. At the end of the investigation the Investigating Officer will make one of the following recommendations to the senior member of HR staff in UUSU.
 - 3.7.1. That there is sufficient evidence to reasonably believe that breach of the Code of Conduct may have occurred and the complaint should proceed to a disciplinary committee (that there is a "Case to Answer").
 - 3.7.2. That there is not sufficient evidence to reasonably believe that breach of the Code of Conduct may have occurred and the complaint should not be taken further.
- 3.8. On receipt of the recommendation the senior member of HR staff will define whether the complaint should be taken to a Disciplinary Panel or not be taken further and inform the complainant and the person or persons against whom the complaint has been made.

4. Disciplinary Panel

- 4.1. Should it be determined that there is a case to answer the senior member of HR staff will convene a Disciplinary Panel to meet within 15 working days of the conclusion of the investigation. The purpose of the panel shall be to determine if the Code of Conduct has been breached and what action should be taken.
- 4.2. The Disciplinary Panel shall consist of a member of the Trustee Board (Chair) and two other appropriate persons appointed from among the UUSU staff group or the Student Executive who are not connected to the complainant or the person or persons against whom the complaint has been made. The senior HR staff member shall also appoint a person who they deem to be suitable to act as secretary to the Panel.
- 4.3. The Disciplinary Panel and person or persons against whom the complaint has been made will be given a report from the Investigating Officer that sets out the evidence they have found that indicates a breach of the Code has occurred. They will receive this at least 3 working days before the meeting of the Disciplinary Panel.
- 4.4. The Disciplinary Panel shall meet to discuss the complaint within the timeframe set out in section 4.1. The meeting can be in person or remotely provided that all members can communicate with each other via sound. The person or persons against whom the complaint has been made will be invited to attend the Panel Meeting to put their case forward and answer any questions of the Disciplinary Panel. They do not need to do so but this will not stop the Disciplinary Panel making a decision. Any person attending may be joined by one representative, at the discretion of the Panel, to support them or offer any reasonable adjustments during the meeting.

- 4.5. As this is not a legal process any person acting as a representative may not act or represent at the meeting in a legal capacity.
- 4.6. Once the persons or persons against whom the complaint has been made have given their evidence they shall leave, and the Disciplinary Panel shall decide on whether there has been a breach of the Code of Conduct and what the actions should be (see section 5).
- 4.7. Once a decision has been made the Disciplinary Panel shall inform the complaint and the person or person against whom the complaint has been made. There will then be a 10 working day period under which an Appeal can be made (see section 6).
- 4.8. The minutes of the Disciplinary Panel and Investigating Officers report shall be kept confidential and remain on file in the Union for 3 years after the meeting has taken place.

5. Possible Sanction

- 5.1. The Disciplinary Panel may set such sanctions as they think are reasonable. They may include the following which is not an exhaustive list:
 - 5.1.1. Actions aimed at remedying the behaviour such as training or development.
 - 5.1.2. Full suspension of the individual or group from Union activities and membership privileges for a specified period of time, including the right to run for elected position for a specified period of time.
 - 5.1.3. Part suspension of the individual or group from selected Union activities and membership privileges for a specified period of time including the right to run for elected position for a specified period of time.
 - 5.1.4. Full and permanent revocation of Union membership
 - 5.1.5. Refer the incident to the University or other relevant body.
- 5.2. The Disciplinary Panel may feel it appropriate to apply different levels of sanctions to those holding higher level levels of responsibility within the Union.

6. Appeals

- 6.1. Should the person or persons against whom the complaint has been made are unhappy with the Disciplinary Panel they may write to the senior member of HR staff in UUSU requesting an Appeal of the decision.
- 6.2. They must do this within 10 working days of being notified of the outcome of the Disciplinary Panel Meeting.
- 6.3. The request to Appeal must be made on one of the following grounds, which must be clearly evidenced as part of the Appeal notification:
 - 6.3.1. The correct procedures for conducting a disciplinary panel were not followed.
 - 6.3.2. The Disciplinary Committee reached an inappropriate finding of fact.
 - 6.3.3. The Disciplinary Committee applied an inappropriate level of sanction.
 - 6.3.4. Additional evidence has come to light and can be referenced/shared.

- 6.4. The senior member of HR staff shall consider the Appeal alongside the Chair who presided over the initial disciplinary panel within 10 working days of receiving the Appeal. They will then decide either that the Disciplinary Panel's findings are correct or that that sufficient evidence has been provided to mean that the Appeal request should be upheld.
- 6.5. Should it be decided the ground for Appeal are not valid the reasons for this will be communicated to the appealing party and this decision is final.
- 6.6. Should the Appeal be upheld the Senior member of HR staff shall convene a new Disciplinary Panel as outlined under section 4.
- 6.7. The decision of any Disciplinary Panel acting as a Appeals body and once section 4 is completed for a second time is final.

APPENDIX FIVE – DISCIPLINARY PROCEDURE AND MISCONDUCT REGULATIONS

You should complete this form detailing your complaint against a member with your details and the circumstances leading to this complaint.

Name	
Student Number (if applicable)	
Phone	
Email	
What is the reason(s) for your complaint? Please describe in as much detail as possible what happened and the nature of your complaint.	
Where did the incident occur?	
Has this been reported to UUSU previously?	
If yes to the above, please note to whom and when?	

If relevant, please list and attach to this form any evidence you would like to share.

Please describe any measures you have taken to date to resolve your complaint such as action you may have taken to resolve this issue, or people you may have spoken to within UUSU?

What resolution are you seeking?

I consent to the sharing of the above information to the extent that is required for UUSU to investigate the matters that are outlined (please delete as appropriate):	YES / NO
Signed:	
Print Name:	Date:

Once completed, your complaint should then be sent to complaints@uusu.org. A member of the HR team will then be in touch within 10 working days to discuss next steps.