

## WHAT IS A CODE OF CONDUCT

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**All student engaging with Ulster University Students' Union should be mindful of our Diversity Statement.**

"UUSU and its affiliated student groups pledge to use the opportunities we have as a students' union to make a positive contribution in creating a better environment for all studying here.

Regardless of our own beliefs and identities, we will ensure that preference will not be given to or advantage withheld from any members on the grounds of religious belief, political belief, race, gender, sexual orientation, age or disability".

We believe our online spaces, just like our physical spaces, should be free from harassment, bullying or hate. Everyone who engages with UUSU has a responsibility to help us achieve this by agreeing to adhere to our Code of Conduct which governs the activities of all our members.

UUSU members should always act with consideration towards other members and shouldn't engage with or condone the discrimination of people with:

- Different religious beliefs
- Differing political opinions
- People of different racial groups
- People of different ages
- People of different marital status
- People of different sexual orientation
- Men and women generally
- People with a disability and people without
- People with dependants and people without.

We do not tolerate harassment in any form. Harassment can include:

- Offensive verbal comments
- Deliberate intimidation,
- Stalking and following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Inappropriate physical contact
- Unwelcome sexual attention including the use of sexual language and imagery.

If you witness or experience harassment, please notify UUSU or the event organiser immediately so that steps can be taken to address the issue.

Members who discriminate or display harassing behaviour will be asked to leave the event, Gathering or online platform, or will be removed from the event by the event organiser who will inform UUSU management of the incident.

Members shall not reasonably refuse to assist in procedures for operating the Code of Conduct and Disciplinary Procedures, and should comply immediately with a disciplinary decision.

## CODE OF CONDUCT BREACH PROCESS

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**UUSU events whether they take place on online platforms or in our students' union physical spaces are subject to the guidance within our Code of Conduct.**

We want everyone – event organisers and attendees, to have a safe and enjoyable experience so we have laid out some guidance to help facilitate this.

**If your society activity is being delivered on an online platform, you should :**

- Ensure that only committee members and your Student Activities Coordinator have admin access to the platform.
- Renew passwords when there is any change to the society committee
- Keep your groups and chats available to paid members only (remember to add new members regularly).
- Society members will be made aware of the UUSU code of conduct when they sign up to be a member of your society. You should also provide a link to this document on our social media pages and platforms for reference. It can be found in committee corner here (insert link)

**If your society activity is taking place in a physical space you should take the following steps:**

- Ensure that you keep a list of attendees at the event either on paper or via an online process.
- Attendees should note on the sign in sheet if they are a member or non member. Non members should provide their B Number
- Event organisers and attendees should be made aware of the SafeZone app. Post a quick update on your Facebook page in advance of events to remind everyone to download the app

**What should you do if an incident of unacceptable conduct occurs on an online platform?**

- If you suspect that a member(s) is in jeopardy of breaching of our Code of Conduct, post a message on the platform to kindly remind all members that the platform should be a safe space for students.
- If the concerning behaviour continues message the person (or people) directly to let them know that their comments/actions are not acceptable. Refer them to the code of conduct document and explain that they will be removed from the platform if the behaviour continues.
- If the concerning behaviour persists or if, at any point you believe a clear code of conduct breach has occurred, the member should be notified immediately that they are being removed from the platform.

## What should you do if an incident of unacceptable conduct occurs in a UUSU physical space?:

- If you suspect that a member(s) is in jeopardy of breaching our Code of Conduct, remind all members that UUSU events should be a safe space for students.
- If the concerning behaviour continues speak to the person (or people) directly, to let them know that their comments/actions are not acceptable. Refer them to the code of conduct document and explain that they will be asked to leave the event if the behaviour continues.
- If the concerning behaviour persists or if, at any point you believe a clear code of conduct breach has occurred, the member should be asked to leave the event.
- If the situation becomes difficult to handle or you feel uncomfortable dealing with the individual, immediately contact campus security in person or by using the SafeZone app. (Make sure to download the app before your event)
- At the first possible opportunity, make UUSU aware of the incident. They will offer support and will take further action or investigate as necessary
- If your event takes places outside of office hours and you need urgent assistance due to the seriousness of the circumstances, contact the police.
- If you are hosting an event off campus, ask the venue security staff for assistance if needed.