



UNIVERSITY OF LINCOLN STUDENTS' UNION Code of Conduct 2018/19

This Code of Conduct covers all Students' Union (SU) members participating in activities which are defined as;

- Sports Club or Society
- Campaigns Network or Student Led Project;
- Academic Representatives.

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

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.

General

All members participating in the activities are required to accept and adhere to the 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 the SU into disrepute.
- All activities, meeting, trips, events (with or without guest speakers) must not take place without the approval of the SU via the student dashboard at lincolnsu.com . A risk assessment must be completed and the SU Health & Safety policy and procedures must be followed.
- Members must report all accidents or "near misses" while participating in any activity to the SU via <http://lincolnsu.com/accident> as soon as possible.
- Members are required to ensure that any use of alcohol at any time during a social activity is within the bounds of social responsibility as outlined in the SU's social responsibility policy.

- Members will uphold the law of the land and avoid bringing the Students' Union and other members into disrepute.
- Members must inform via the student dashboard at lincolnsu.com, and gain approval from the Students' Union of all visiting speakers who intend to speak at an event organised by an activity, this must be submitted 5 days in advance. Further information can be found in the External Speakers policy which can be found on lincolnsu.com policies.
- It is strictly forbidden in Charity Law for a club or society, or other Union members activity to have a bank account outside the SU. All monies should be deposited with the SU. Any member aware of an external bank account should inform the SU immediately.
- No money must be handed directly to another member to pay for events, trips or kit, this includes Committee members. All money must be paid to SU reception only. Any member who is asked to hand money to another students or committee members must report this to the SU immediately.
- Elected representatives, both academic, as well as of Clubs, Societies and Groups should lead by example, maintain a professional standard of behaviour and ensure they maintain appropriate levels of confidentiality, particularly in regards to the Data Protection Legislation.

Activities

- Consumption of alcohol is forbidden whilst partaking in any Sporting Activity. This includes traveling to and from a game/event. Public Service Vehicle ruling states if transport is attending a sporting fixture, then alcohol is illegal on the vehicles. This includes unopened cans or bottles on board and /or in the hold.
- All members of a sports club or society are required to purchase insurance cover alongside their membership to a club or society. The policy schedule is emailed to members once the insurance has been purchased. A copy of the insurance is able to be viewed at <http://lincolnsu.com/insurance> with the policy number for sports being 51UK452595/185 and for societies 51UK452594/146.
- All Members are required to report to the SU any participant in a club or society who does not hold a valid membership to that club or society.
- All playing kit must be ordered through the SU's agreed exclusive Supplier "Akuma" unless approval has been given by the Executive Committee. Certain items are excluded under the exclusive agreement, the Activities team can provide more information.

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 students can enjoy such events:

All members must recognise and adhere to the Student Union's Equal Opportunities Policy, and other policies of ULSU and the University.

At social events, activities are required have a responsible 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.

The use of alcohol at social events must not be promoted as obligatory.

Non-attendance at social events must not result in being a barrier to inclusion and participation.

Social events must not cause the individuals involved to feel degraded, harassed or intimidated.

Members must show appropriate behaviour and respect towards members of the local community or University

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

Initiation Ceremonies

The SU has a Zero tolerance approach to ensuring Initiation Ceremonies 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 plays 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. 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 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.

Declaration and agreement

I understand that I will be dealt with under the SU 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.

A membership refund can only be requested within 7 days of purchase, proof of purchase will be required.

Should a member wish a refund for an activities membership after 7 days of payment this is up to the discretion of the President of the activity in question.

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