

Loughborough Students' Union Members Code of Conduct

The following Code of Conduct has been established by the Union's Board of Trustees in accordance with Article 16 (Code of Conduct) of the Union's Articles of Association. It sets out the minimum standards of conduct and behaviour expected of all members and of the Union's constituted student groups.

Applicability:

The Code of Conduct applies to all Union Members, as defined in Article 10 (Members of the Union) and Article 15 (Associate Members). For the purposes of Bye-Law (Membership) and this Code of Conduct, any reference to a "Member" shall include both Members of the Union and Associate Members. This Code also applies to the Union's constituted student groups.

The Code of Conduct does not apply to the conduct of the Union's staff as there are specific employment policies which fulfil this role negotiated and agreed through formal information and consultation processes as well as a Staff Handbook.

Loughborough Students' Union Values:

All Members will respect and support the values of the Union which are:

Facilitate the Best Student Experience

We put the experience of the students at the heart of everything we do

Empowering

We provide opportunities for personal development

Inclusive

Loughborough Students' Union aims to provide space and opportunity for all members to express themselves via any of our services.

Quality Service

Loughborough Students' Union provides services that allow our members to operate to the best of their ability.

Upholding the Code:

In accordance with Article 16, the Union and its Trustees have a responsibility to all Members to monitor and uphold this Code of Conduct. If a Member's conduct is found to be in breach of any part of this Code, some of their rights and privileges of membership may be suspended, removed, or their membership may be terminated. The disciplinary procedure to be followed if a Member is alleged to be in breach of this Code, is set out in Bye-Law # (Discipline). Any decision to terminate a Member's membership shall be taken in accordance with the procedure set out in Article 12.

General Requirements:

All Members will, particularly when acting in any Union capacity (e.g. as an Elected Officer, Committee member, society, club or student group member):

- Conduct themselves in a reasonable and responsible manner on Union premises, whilst using Union facilities or participating in any Union activity/

event including club and society events or whilst representing or acting on behalf of the Union.

- Treat others with respect and dignity; treat them fairly and without unfair or illegal discrimination.
- Not offend others with foul language, anti-social behaviour or discriminatory behaviour.
- Treat the environment with respect.
- Not interfere with other people's enjoyment of Union facilities or activities.
- Not engage in activity or behaviour likely to bring the Union into disrepute.
- Comply with the reasonable requests of staff and officers of the Union.
- Respect the confidentiality and reasonable privacy of others.
- Comply with relevant legislation.
- Adhere to the Union's policies.
- Use Union resources responsibly and honestly.
- Undergo any training required as a result of any roles (voluntary or paid) undertaken.
- Not act dishonestly or with intent to commit fraud.

Specific Requirements:

All Members of the Union are responsible for acquainting themselves with Union Policies, Union regulations and Procedure. Ignorance of Union policies and procedures will not be accepted as a defence.

Any member must leave the Venue (or any licensed premises) immediately if asked to do so by a member of Union staff.

The Union reserves the right to eject any non-member from the Venue (or any licensed premises). In this case the non-member must show the form of ID which they used to gain access to the building. The Disciplinary Procedure may then be invoked against the member who signed them in. This Member is deemed to have accepted responsibility for the conduct of that person.

It is the responsibility of the Licensee to decide what offence has occurred.

The Licensee has duties under the Licensing Act 2003. No Officer, Constituent College of Union Democratic body can therefore overturn a decision made by the Licensee.

Elected Officers:

In addition to the above, Members who hold elected office will:

- Actively support the objects and mission of the Union
- Respect the confidentiality of any meetings where confidentiality is required whilst never using confidentiality as an excuse not to disclose matters that should be transparent and open
- Not knowingly misrepresent the views of the Union
- Carry out the duties and responsibilities of their elected role in good faith
- Seek to be accountable for their role and submit to whatever scrutiny is appropriate and reasonable
- Make every reasonable effort to be punctual and reliable
- Uphold the democratic principles of the Union
- Comply with any relevant conflict of interest policies
- Participate in induction and training in order to carry out their responsibilities effectively
- Not behave recklessly in the discharge of their duties

Sanctions:

The sanctions that may apply following a breach of this Code are included in the Union's Discipline policy.