

BY LAW 12 APPENDIX 1

Warwick 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 13 and ratified by the Student Council in accordance with Article 59. It sets out the minimum standards of conduct and behaviour expected of all Members, (including all Elected Officers) of associate members and of the Union's clubs and societies.

The Union's Board of Trustees has its own Code of Conduct reflecting the specific requirements and responsibilities of Trustees. This is included as Appendix 2 of By-Law 12.

This 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 Warwick.

This Code helps us to facilitate an environment where all users of the Union'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.

Applicability:

The Code of Conduct applies to the Union's Members, as defined in Article 10 of the Union's Articles of Association. This Code of Conduct also applies to associate members (as defined in Article 12 of the Union's Articles of Association). For the purposes of By-Law 12 and this Code of Conduct, any reference to a "Member" shall include a Member and an associate member. This Code also applies to the Union's clubs and societies.

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.

Warwick SU Values:

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

STUDENT FOCUSED

We put students at the heart of everything we do

DEMOCRATIC

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We are representative, transparent and accountable

WELCOMING

We are supportive, helpful, accessible and value diversity

INDEPENDENT

We are the independent voice of Warwick students

ENRICHING

We help students develop, we nurture their aspirations.

Upholding the Code:

In accordance with Article 13, 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 By Law 12 and Appendix 3. The sanctions for breach of the Code by a Member or a club or society are set out in By- Law 12 Appendix 3. Any decision to terminate a Member's membership shall be taken in accordance with the procedure set out in Appendix 3.

General Requirements:

All Members will, particularly when acting in any Union capacity (e.g. as an officer, Councillor, Executive Committee member, SSLC representative, 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 behavior
- Treat the environment with respect
- Not interfere with other people's enjoyment of Union or University facilities or activities
- Not engage in activity or behaviour likely to bring the University or Union into disrepute
- Comply with the reasonable requests of staff and officers of the Union and the University
- Respect the confidentiality and reasonable privacy of others

- Comply with relevant legislation
- Adhere to the Union's policies on:
 - o Health and Safety
 - o Financial regulations and procedures
 - o Equality and Diversity
 - o Staff Student Protocol
 - o Computer Use and Data Security policies
 - o Social media policy
 - o Governing documents and By Laws
- 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:

- On entering the Union building, using their Warwick Card to enter another Students' Union, utilising Union services or facilities, or taking part in activities under the auspices of the Union, Members are deemed to have accepted responsibility for complying with the policies of the Union on behalf of themselves and their visitors.
- All Members of the Union are responsible for acquainting themselves with Union Policies, Union Regulations and Procedures. Ignorance of Union policies and procedures will not be accepted as a defence.
- A member must produce their Warwick Card to any Union staff member upon request. This applies when the Member is occupying Union premises, utilising Union services or facilities, or taking part in activities under the auspices of the Union. Inability or refusal to produce a Warwick Card may lead to immediate exclusion from the premises, licensing area, services, facilities or activity.
- Any member must produce their Warwick Card at any point when asked to do so by a member of Union staff.
- 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 1964. No Officer, Constituent Group or Union Democratic body can therefore overturn a disciplinary 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 By-Law 12 Appendix 3.