

Cardiff Students' Union Activities Code of Conduct Policy

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Aims of the Code of Conduct

This code of conduct sets out the expectations for all members of any student group and any affiliated persons when participating in any activity under the name of the student group. This policy is to ensure the safety and wellbeing of all our members so that they are protected to the best effect with regards to behaviour and conduct.

The committee are responsible for the actions of their members, in both organised events and informal activities, on and off the 'field' of play. Committees should work to promote a positive culture of behaviour and take appropriate action to challenge and manage instances of poor behaviour, as per this policy.

We expect the committee to take positive action to challenge inappropriate behaviour. This must include:

- Clear communication of expected standards of behaviour to all members upon joining and through the year. This document must be shared with all members upon joining the student group.
- Student group activities and events to be organised with consideration of how to encourage appropriate behaviour and prevent inappropriate behaviour of members.
- Challenging and dealing with inappropriate behaviour of members when it occurs and taking appropriate action in line with this policy.

If a student group committee fails to take appropriate action to manage behaviour of its members the Students' Union reserves the right to sanction both individual committee members and the student group as a whole.

The Students' Union is always available to all student group committee members to discuss any issues or concerns they have about the behaviour of members. Where committee members are unable or unwilling to challenge poor behaviour, they may contact the Students' Union for support and guidance. Further guidance is available in the Handling Concerns Guidance document.

Athletic Union

athleticunion@cardiff.ac.uk

02920 781400

Societies

Societies@cardiff.ac.uk

02920 781400



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Student Advice

Advice@cardiff.ac.uk

Cardiff University Disclosure Response Team

disclosureresponseteam@cardiff.ac.uk

02920 874844

Expected standards of behaviour for student groups during core activity

The University and Students' Union set out an expected standard of behaviour for all students and can be found under the Committee resources section of the Activities Page.

<https://www.cardiffstudents.com/activities/resources/>

In addition to this, all groups set an expectation that all members, coaches/instructors and other connected parties shall at all times when representing their group:

- Attend activity prepared and equipped to participate.
- Seek advice or assistance from coaches, instructors or committee members if needed.
- Raise any safety or wellbeing concerns in an appropriate manner with the committee.
- Show respect to fellow members and other individuals.
- Follow the reasonable instructions and guidance of the committee, activity leaders, coaches or other officials.
- Promptly return any borrowed equipment in good condition and report any defects.

Expected standards of student group social behaviour

The following (non-exhaustive list) would be considered instances of where the standard of behaviour of members is a concern and doesn't not align with legal, Athletic Union (AU), Guild of Societies, BUCS (British Universities and Colleges Sport), SU and University behaviour expectations and therefore may result in disciplinary action if they found to have taken place:

- Behaviour causing or likely to cause physical harm to others.
- Any form of harassment (including sexual), unlawful discrimination or bullying of others.
- Drunken and disorderly behaviour.
- Possession or sale of illegal drugs.
- Bringing the Union into disrepute.



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- Theft or fraud.
- Deliberate damage to property.
- Breach of any terms of membership of the Athletic Union or Guild of Societies.
- Breach of any Policies or Bye-Laws of the Union.

These expected standards of behaviour apply to all members of student groups and any supporters or associated people connected to student groups, including coaches and instructors.

Expected standards of behaviour apply without geographical restriction, and whilst travelling to and from student group events.

Social Activity and “Initiations”

We encourage our student groups to have a healthy and active social environment. To provide clarity on what we expect of the behaviour of groups, committees, members and other representatives, the SU only permits social activity:

- Where students are genuinely free to participate or abstain from any or all social activity as they choose, and
- Where there is no fear of reprisal, consequence, non-selection, or other discrimination for non-participation in some or all social activity, and
- Where (in the view of the SU) activity is lawful and is not seeking to humiliate or have the consequence of humiliating or degrading participants.
- Where the activity does not bring the reputation of Cardiff University, Cardiff University Students’ Union or the student group into question or disrepute, and
- Where it is undertaken in a manner that does not cause or create undue risk for those involved.

The term “initiation” is linked to activities and behaviour that may be seen as a rite of passage, often involving activity that humiliates, degrades, creates fear and includes excessive alcohol consumption.

The Students’ Union DOES NOT PERMIT SUCH ACTIVITIES and will take a zero-tolerance approach in dealing with them. We will work closely with Cardiff University, BUCS and South Wales Police to investigate and take action against those who organise, take part in or permit such activity to take place.

The SU expects that student group committee members, team captains, senior members, and the wider membership take responsibility for ensuring that such activities do not take place and to respond appropriately should they become aware of any such planned or spontaneous activity. Committee members are collectively responsible and will be held accountable for the actions of their members. As well as adhering to these expectations, we also expect student groups to:



- Consider how the group can be made to feel as welcoming as possible to all students irrespective of personal characteristics.
- Consider how others may perceive behaviour of the group in and out of core activity.
- Consider the barriers to participation for different students and seek to ensure all reasonable attempts are made to remove them.

Where social activity is in breach of the standards expected above, the SU will take action.

Actions in the Event of a Breach of this Policy

In the Event of a Breach

A culture of poor behaviour can develop where a student group fails to set expectations and boundaries as per this policy. In the instance that a members' behaviour does not meet the expected standards, the committee will:

- Act as a collective, to investigate as per the handling concerns document (link), and the below traffic light policy should be used as guidance for deciding outcomes.
- Refer to relevant Activities department staff members if an incident is, or could be deemed as law breaking, major, repeated, or beyond their means and abilities to handle.

If a committee member has a conflict of interest associated with the incident, they must exclude themselves from this process.



Traffic Light Policy

If the committee is made aware of an incident of inappropriate behaviour which is deemed within their scope to manage, the Traffic Light policy should be implemented as detailed below. Refer to the Handling Concerns Guidance to understand what incidents are deemed within the committee's scope and how to investigate. This framework outlines three different stages of severity depending on the outcome of an investigation. A student will remain on green unless the committee finds they have behaved inappropriately, on the balance of probabilities, and the student will then either move to amber or red.

Green

This is the baseline standard for all members. A member in this stage is:

- Adhering to all standards as detailed by the University, Students' Union and student group.

All members of the student group will remain at this stage unless they are found to have behaved in an inappropriate manner on the balance of probability after an investigation.

Course of Action:

- Recognise, thank, and encourage continued good behaviour.

Amber

A member reaches this stage if the committee, having undertaken an appropriate investigation, believes on the balance of probabilities that a minor or moderate infringement of standards of behaviour has arisen. The outcome of Amber should be that the member returns to Green having adhered to the investigation outcomes and agreed restorative actions.

In this instance, the member must receive a verbal and written warning via email.

Additional courses of action may include:

- Suspension of no more than two weeks in total from any or all student group activity. The length and extent of this sanction within those two weeks will be proportionate in relation to the incident in question.

Restorative actions for the member may include, but are not limited to:

- Signing a behaviour agreement acknowledging your expectations for the future.
- Providing both a written, and potentially verbal, apology to the victim or aggrieved party.

Please note that if a second incident occurs after you have undertaken restorative measures,



the first incident may be taken into consideration.

Red

A member reaches this stage if the committee, having undertaken appropriate investigation, believes on the balance of probabilities, that a serious or repeated Amber level infringement of standards of behaviour have arisen.

Reported incidents that could fall within the Red category may result in the committee, by majority agreement, suspending an individual's membership to the group, pending the above process taking place.

In this instance, before any outcomes have been communicated to the member you must consult with the Activities department.

Courses of action may include, but are not limited to:

- Suspension or termination of membership to the student group and any of its activities.
- Referral to relevant Activities department staff for disciplinary action for investigation under the Students' Union Complaints and Discipline procedures.
- Referral to external bodies as appropriate such as:
 - Cardiff University for consideration under academic regulations including fitness to practice.
 - South Wales Police for consideration under criminal proceedings.

Using the traffic light system as a student group committee

In undertaking this process, the following themes should always be adhered to:

- The process should be fair and deal with matters of fact rather than hearsay or rumour.
- The alleged offender should be made aware of all allegations against them. These allegations should remain confidential until the matter has been resolved.
- All meetings and hearings should be arranged within a reasonable timeframe, ideally within 10 days of the report, allowing due notice to be given to all parties involved to prepare but not so long as to frustrate the process.
- The process should be clearly communicated to the alleged offender to ensure they understand their rights and responsibilities.
- The Students' Union should be made aware of the outcome of such processes at the earliest opportunity.



- All decisions arising from this student activity discipline process are subject to appeal to the Students' Union.
- Where any such allegation or complaint relates to a committee member, or a committee member has a conflict of interest, they should not be involved in the process. In such cases, if the committee are depleted in number, the matter should be referred to the Students' Union who will assist with the process.
- Where the concern relates to more than 50% of the committee, the matter should be referred to the Students' Union.

Reporting incidents to the Students' Union

If an incident occurs in your student group and you undertake the processes above, there is an expectation that you will then report this to the Students' Union via the appropriate departments. This is only for monitoring processes; it is very unlikely in this instance that any further action will be taken by the Students' Union if the incident has been appropriately dealt with by the student group committee. Having all the correct information will aid the relevant staff in the instance of any possible appeals processes.

Please report any incidents, investigations and outcomes via [this link](#).

Appeals Process

An appeal may be made by the sanctioned individual or group on the grounds that:

- The discipline process has not followed the correct procedure; and/or
- New information has become available that for good reason could not be presented during the discipline process at the time of the original investigation; and/or
- The actions applied as a result of the investigation are disproportionate.

An appeal should be submitted in writing to the Vice-President Sports or Vice-President Societies and Volunteering as appropriate within 7 days of receipt of the outcome of the investigation.

Further Information

This Code of Conduct and disciplinary procedure is separate from that of the joint policy of the AU and the Students' Union Venues team regarding AU members' behaviour in Students' Union licensed premises. This Code of Conduct does not supersede that policy. All AU members in breach of that policy will still be subject to sanctions listed within it. All AU members will be sent this policy separately, please contact us if you haven't received this.

