

## Code of Conduct Societies

The Students' Union has developed this set of guidelines to help Society Committee Members understand what is expected of them, what to expect from fellow Committee members and what they can expect from Herts SU. These guidelines are to be followed in online and face-to-face activity (both on campus and off campus).

The Students' Union expects all Committee Members to:

- Adhere to their original aims and objectives laid out in their constitution.
- Attend compulsory society committee training.
- Attend the Society Forum.
- Be visible on the SU website by having their name and role displayed as well as up-to-date content on their society page.
- Communicate with the Students' Union and engage with SU events and activities such as Freshers.
- Display consistently high standards of behaviour and attitude when representing the society any environment.
- Ensure that all kit and equipment purchased for them through the Students' Union is looked after, recorded in an inventory, and kept for future use of members.
- Ensure the proper handling of members' data and not share members' details or external marketing material without the members' consent.
- Follow all rules, policies and guidelines laid down by the Students' Union and University.
- Hold democratic online elections and ensure the society is properly handed over.
- Not abuse their position as a Committee Member to obtain personal benefit or reward.
- Provide a quality experience for your members and ensure members receive regular communication.
- Treat all Committee Members, society members, officials, guests, and Students' Union staff with respect.
- Communicate regularly with the Committee Members on your team as well as other societies.
- Behave in accordance with Herts SU's Zero Tolerance approach and the Equality Act 2010.

Committee Members can expect the Students' Union to:

- Display consistently high standards of behaviour and attitude when acting as a member of Students' Union staff.
- Ensure the proper handling of members' data and not share members' details or external marketing material without the members' consent.

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- Promote the society to the wider student body.
- Provide or signpost financial support where able.
- Provide training and general support for Committee Members.
- Represent their views at University and Students' Union meetings.
- Share news and updates relating to societies.
- Support Committee Members in coordinating events.
- Treat all Committee Members with respect and maintain an appropriate working relationship with members.

## Disciplinary Procedure

If Society Committee Members do not adhere to the society byelaw, code of conduct or other Union policies, this may result in disciplinary action.

Where there is reason to believe that a society committee member or society member has broken Herts SU's rules and regulations or acted against our values, a disciplinary procedure will be instigated. This may include:

- Breaching Herts SU's society byelaw and/or other governance.
- Action likely to cause injury or harm.
- Damaging Herts SU property.
- Behaviour that brings Herts SU into disrepute.
- Behaviour or language that goes against our zero-tolerance policy or the equality act.
- Breaching GDPR by incorrectly collecting and/or storing student data.

This is not an exhaustive list of offences.

Dependent on what level the situation is classed as by the Student Development team, this will determine which procedure the team will follow. The procedures are laid out below.

### Initial Investigation

1. The responsible staff members within the Union will initially consider and investigate the situation. They may reach out for further information if this is needed.
2. Upon investigation, they will provide a written response as to what will happen next within 10 working days of receiving the information.

### Procedure

This procedure will be followed if the offence is deemed to be as such by the Student Development team after the initial investigation laid out above.

1. A panel made up of the Societies Coordinator and Student Development Manager will meet with all parties involved to gather information.
  - a. If no contact can be made, or there is no response by the student(s), within 5 working days of the initial communication being sent or made, then the panel can reach a conclusion to the investigation without any contact with the accused.

2. The panel will review the situation and will come to a decision based on the details set out above.
3. If no more information is needed to make a decision, the decision will be sent in writing to those involved within 10 working days of the final meeting.

This could be:

- a. Take no further action.
- b. Facilitate an informal discussion between members to resolve the issue.
- c. Removal of committee position.
- d. Removal of Herts SU membership and therefore banned from all SU activity.
- e. Determine that the nature of the incident is sufficiently serious that it should be referred to the University's disciplinary proceedings.

## Appeals Procedure

In all cases, if you are dissatisfied with the outcome of the initial investigation or the outcome of a Disciplinary Panel then you will then have 5 days to request a review of the decision made. You will have to provide a written response outlining reasons as to why you are not satisfied with the outcome. Please note, an exception to this time limit may be authorised in the case of an exceptional circumstance such as illness or disability.

You have the right to appeal on the following grounds:

1. A procedural or administrative error of the original hearing.
2. The level of disciplinary sanction imposed.
3. If considering any new material evidence not produced at the original hearing.

An appeal hearing will normally be held within 14 working days of receipt of the letter of appeal. An appeal will be heard by a panel, who previously were not involved in the case. A Member will have the right to be accompanied by a companion or friend.

The Member will be notified of the results of the appeal in writing within five working days of the hearing. The Member will have no further right of appeal.

The outcome of the appeal could be (but is not limited to):

- a. To uphold the disciplinary sanction.

- b. To reduce the disciplinary sanction to a lower level.
- c. To increase the disciplinary sanction and/or impose other remedial action.
- d. To impose other remedial action.
- e. To overturn the disciplinary decision and sanction.

## Advice & Support

If you have experienced, witnessed or been informed about a situation and would like independent support, you can contact our Advice & Support team. You can email them at [advice@hertssu.com](mailto:advice@hertssu.com) or visit the Advice & Support Centre at the Students' Union, Hutton Hub, College Lane (Monday to Friday, 10am-4pm).