

Shakespeare Code of Conduct

Date written 17/08/24

This code oversees the activity of the group and should be read in conjunction with the Students' Union Constitution and the groups Constitution.

Royal Holloway, University of London, and RHSU, and the group have zero tolerance towards:

- Violent, threatening, abusive, obscene, or provocative, conduct or language towards any participant, spectator, event official, coach/instructor, or participant, whether before, during, or after the event, including on social media.
- Disregarding requests/instructions of Tournament Directors or appointed officials.
- Contravention of RHSU's and RHUL's Equality & Diversity Policies.
- Possession of unauthorised alcohol.
- Vandalism.
- Theft.
- Possession of drugs.
- Sexual misconduct and inappropriate sexual behaviour.

1. General

- 1.1. All members of the Group are expected to, at all times, conduct themselves in line with the University's Student handbook^[1] and the Students' Union code of conduct and values^[2]
- 1.2. All members agree to this code when they are successfully elected within the group or purchase a membership for the group.
- 1.3. The committee of the group have the responsibility to inform members of the group the terms set out in this code and should consult the Student Opportunities team if they need support in doing so.
- 1.4. Any changes to this document must be first approved by the Vice President Societies and Sport and then by a quorate members' vote.

2. Committee

- 2.1. All committee are expected to fulfill their roles as set out in the group's constitution.
- 2.2. All committee members should attend committee meetings as needed, if a member fails to attend two consecutive meetings without formal apologies then they can be removed from their position by the committee.
- 2.3. All committee members are responsible for upholding the guidelines set out in this document and upholding the constitution at all times.

3. Events and Activities

- 3.1. The committee shall be responsible to ensure events are run in a safe and inclusive manner and should either be present or delegate responsibility to someone who is.
- 3.2. If needed the committee should seek the union's support to utilise external security if they do not feel capable of ensuring the safety of an event.
- 3.3. If the committee believes that the safety of an event or activity will be jeopardised by an individual attending an event, in the first instance they have the power to refuse access. This needs to be communicated to the Student Opportunities team as early as possible to discuss the next steps.

[1] [University Handbook](#)

[2] [Students' Union Code and Values](#)

- 3.4. Subject to a concern being raised or an ongoing investigation into conduct, the committee has the right to refuse access to the group's activities, and further action will be considered by the Student Opportunities team.
- 3.5. The committee should [report any accidents to the Students' Union](#) following the correct processes and be aware of when and how to seek further medical attention for any accident involving their members.

4. Conduct

- 4.1. The committee in the first instance will try to deal with any poor conduct, as outlined in this document, informally and see if a resolution can be found that suits all parties concerned.
- 4.2. If the committee feels as though a satisfactory resolution cannot be reached then they should escalate, if they feel necessary, to the VP Societies and Sport who, with the support of the Student Opportunities team, will advise on the next steps.
- 4.3. At any point, a member of a group can raise a complaint in line with the complaints procedure as outlined in [By-law K](#) of the Students' Union constitution.

5. Shows

- 5.1. All crew and cast are expected to conduct themselves in a manner that reflects the values of the institution at all times as representatives of Royal Holloway University and Royal Holloway Students' Union.
- 5.2. All crew and cast should be fully paid members of the group to be covered by the Students' Union insurance policy.
- 5.3. Present and available committee members are responsible for ensuring their show teams abide by the Students' Union values and challenge any poor behavior within fair reason.
- 5.4. Auditions and rehearsal spaces will be kept alcohol-free; no alcohol is permitted in the proximity of the field of play or in unlicensed spectator zones.
- 5.5. Casting should be conducted fairly and all bid crews should clearly state how they will promote and enforce equal opportunity casting in their bid pack.
- 5.6. Every show must have a committee elected POLO to ensure that all crews abide by health and safety and wellbeing standards of the RHSU.

6. Wellbeing and Mental Health

- 6.1 The committee will ensure **physical and** mental wellbeing of members is considered in all society activities.
- 6.2 We will adopt a 'step-out' policy in which any member of the society can step away from an activity/rehearsal if they require space and privacy.
- 6.3 As stated in clause 4.6 a committee elected POLO will be present in every show crew and will be trained in managing cast and crew wellbeing.
- 6.4 All committee members must attend mandatory POLO training.
- 6.5 Wellbeing concerns should be communicated to the President and Vice President **or Wellbeing Officer** to be discussed and dealt with either privately or in committee in line with the wishes of the party of concern.
- 6.6 Any trigger warnings must be clearly stated before an activity/show/auditions take place.

For the avoidance of any doubt, everything within this document is superseded by the Students' Union's main constitution and By-laws.

Signed By:

Name: Lenny Pettitt.....Committee Position: President.....Date: 17/08/24.....

Name: Laurel Hutt.....Committee Position: Vice President.....Date 18/8/24.....

Name Eddy Taylor.....Committee Position: Secretary.....Date: 18/08/24.....

Name: Jamuna Macro.....Committee Position:Treasurer.....Date: 17/08/2024.....

Name: Rebecca Stephens....Committee Position: Publicity Officer.....Date: 21/08/24.....