

Code of Conduct and Standards

LUU Clubs and Society Code of Conduct for all members and participants

LUU Clubs and Society Code of Standards for all committee members



How to use this document:

Step 1: Read through the sections. **There are two items in this Google Doc, which is the Code of Conduct and the Code of Standards**

Step 2: Any questions? Get in touch with your Development and Engagement Coordinator for your category.

Step 3: Core officers must sign **both codes**.

Step 4: Upload this signed document to LUU Engage and ensure it is visible to members.

Overview

This Code of Conduct will help you understand the do's and don'ts for your society-organised activities. It will guide you through what is reasonable behaviour when participating in any activity under the name of Leeds University Union (LUU) and/or your Club or Society.

These codes will help you keep everyone safe and look after the well-being of everyone during events and socials.

The codes will enable your members to know what is expected of them, enabling you and LUU Activities to hold members accountable. Equally, it ensures that as a committee, you know what is expected from your behaviours, which your members, fellow committee members, and LUU Activities will hold you to account over.

The most common complaint we receive is an alleged breach of the Code of Conduct or Code of Standards.

Note

The words member(s) and participant(s) are used interchangeably. Furthermore, the words club(s), society(ies), and groups are also to be used interchangeably.

Intent

Your Club and Society should strive to uphold LUU's values of inclusion, empowerment, and fun. This will mean that your Club/Society upholds a safe environment, reducing the risk to members and participants. The Club/Society is inclusive, creating opportunities for all members, including those from underrepresented backgrounds. Societies should be welcoming and friendly spaces that promote openness and accessibility. Lastly, the society is a place where opportunities are created, and members develop.

What is an organised activity?

Your activity is considered as 'organised' if it matches any one of these criteria:

1. It is branded in any way as being affiliated with the Club or Society, LUU or the University of Leeds
2. Publicised in any way by the Club or Society as a Club or Society activity/event/social (including online)
3. Funded in part or whole by LUU, the University of Leeds or through your LUU account
4. Requires the use of equipment owned by the Club or Society or LUU
5. Group transport is booked through LUU
6. Clothing that identifies or affiliates you with your Club or Society, LUU, or the University of Leeds

Committee Responsibilities

As committee members, you are accountable for the conduct of all your members and participants.

In summary, the committee have the following responsibilities:

1. A duty of care to all society members and participants to ensure their health and safety. This includes minimising hazards as much as possible and promoting harm reduction for alcohol-led activities.
2. Educating and informing members of the expectations when representing the Club or Society.
3. Fully investigating any incidents through your constitution and reporting these to the Activities Team.
4. Embedding LUU's values and promoting a positive culture.

Member Responsibilities

The accountability of Committee members does not abdicate the responsibility of individual members and participants.

Members are responsible for the following:

1. Reading and following the Code of Conduct, Constitution and Risk Assessments.
2. Minimise hazards as much as possible, and to contribute towards a positive culture of health and safety. Any mitigations put in place by the Committee to reduce risk must be met positively and proactively by members.
3. Upholding the values, ethos and expectations of LUU and the Club/Society.
4. Reporting any concerns to the Committee or Student Activities team.

Encouraged behaviours

We want you to enjoy your activities as a Club or Society, and we encourage you to have a good time. Here's a few ideas on how you can do this:

- Organise activities and events to promote socialisation within the Club or Society.
- Be mindful of access, inclusivity and equality when organising activities.
- Be creative in the types of activities you organise and avoid over-relying on alcohol-led events. If your activity does involve alcohol, practice harm reduction by drinking responsibly and encouraging others to do the same.
- Respect members of the public and staff. To also respect public and private property and public spaces

We encourage you and your members to use acceptable language. This includes language that is respectful, appropriate, and inclusive, the type of language you would use in a professional setting or academic classroom.

- By respectful language, we mean that you and your members engage with each other, are interested in what is being said, and value everyone's contributions. By actively listening and then responding to each other, we create opportunities for understanding and harmony. It is important to use nonjudgmental words and phrases.
- Appropriate language means you and your members are aware of the context of your environment and use language suitable to the situation.
- Inclusive language means you and other members create an environment where any individual or group can participate and feel a sense of belonging, irrespective of their identity, background, or [protected characteristics](#).

Unacceptable behaviours

To ensure all students love their time at Leeds, there are a few behaviours we do not condone and which will result in disciplinary action:

- Organising and carrying out **any** initiation
- Discriminating against an individual or group [based on one or more of their protected characteristics](#)
- Urinating, defecating or vomiting in public or anywhere other than a toilet
- Public nudity
- Property damage and/or misuse
- Any form of sexual harassment
- Bringing the reputation of the University of Leeds, LUU or your Club or Society into disrepute

LUU has a zero-tolerance policy towards sexual harassment. Sexual harassment is defined as:

- Any form of unwanted verbal behaviour. This includes sexual comments, unwanted questions & derogatory sexual remarks. These can be explicit and implicit, communicated through tone of voice, using generic obscenities or euphemisms.
- Any form of unwanted non-verbal behaviour; an example of this type of improper non-verbal behaviour is wolf-whistling.
- Any form of physical conduct of a sexual nature which creates an intimidating, hostile, or offensive environment. Examples of this include 'groping, pinching & lifting up a skirt.

Digital Communications

We want you to use digital media to the best of your ability but need you to make sure you use it appropriately. This includes all social media apps (Facebook, Instagram, TikTok, and so on), meeting platforms (Teams, and so on) and chat platforms (including WhatsApp, emails, Discord, and so on).

All content on Society and Club channels falls under these guidelines.

It is worth remembering that Twitter, Facebook, and Instagram posts can be public or shared by any followers.

Please ensure that all content is appropriate and does not bring your Club or Society, LUU or the University of Leeds into disrepute. Furthermore, be mindful of academic misconduct by ensuring your channels are not used for collusion.

Committees are responsible for reporting and investigating incidents of abuse or bullying towards their members on social media.

Otley Run and pub crawls

Pub crawls, including the Otley Run, are organised events and must follow the Code of Conduct.

It is important to be aware that even if an Otley Run or pub crawl is organised by a group of friends who are all part of an LUU Club, it will still be classified as an organised event if any in the group are:

1. Wearing identifiable features or clothing
2. Promoting the event through your club social media channels

Match days and competitions

The Code of Conduct, including its encouraged and unacceptable behaviours, applies to players, spectators, and coaches when playing match days and competitions. Therefore, the committee and captains will be held accountable for the behaviour of their guests and staff/coaches. This applies to home/away fixtures and the travel there and back. Furthermore, this encompasses chanting, songs, signs, and digital media. To ensure respectful behaviours occur, the committee should ensure that all their representatives know these expectations.

Tours and trips abroad

All tours and trips will fall under these guidelines.

Committee members need to complete and submit the trip information documents before going.

The same guidelines also apply to non-members who might also be in attendance as their behaviour will reflect on the reputation of the club/society.

Internal guidelines

If you believe a member or group of members has breached this code, you must follow the constitution and conduct your own internal disciplinary process.

You must inform the Activities Team as soon as this process starts. The Activities Team is impartial and can help guide parties through the process, ensuring fairness.




Your constitution details the complaints process which must be followed.

If the situation is unfamiliar or serious, please speak to the Activities Team for advice and support.

Any decision to suspend or expel a member of your Club needs to be supported by the Activities Team.

Signatures

Please sign and date to confirm you agree and understand the Code of Conduct, and that you will share it with the membership.

| |
|---|
| Name of Group |
| Leeds University Business School Society (LUBS) |
| Date |
| 07/07/24 |
| President |
| Name: Georgia Kershaw Signature:  |
| Secretary |
| Name: Christine Ly Signature:  |
| Treasurer |
| Name: Carter Li Chun Signature:  |

Code of Standards

In order to hold any office at LUU, either elected or appointed, you must agree to the code of standards below, recognising that you are held to this standard throughout your time as an Office Holder, and breaches of this standard may result in your removal.

Offices covered by this Code include (but are not limited to):

- Student Executive Officers
- Activities Executive
- School Representatives
- Liberation Coordinators
- Community Representatives
- Club & Society Committee Members

Code of Standards

The Code of Standards for LUU Office Holders is based on the Nolan Principles - a set of ethical standards expected of all public office holders - and by the LUU governing documents.

Integrity

Office Holders will act with integrity, ensuring their decisions and actions are consistent and accurate.

Objectivity

Office Holders will set aside their biases to ensure that they lead the society in an objective way. If an Office Holder feels they cannot be objective for any reason, they will declare this as a 'conflict of interest' and will step away from the conversation, decision, or activity in question.

Selflessness

Office Holders will not make decisions or take actions on the basis of self-interest, but will ensure that all LUU members are considered and their views taken into account, regardless of any liberation or other characteristics with which the Office Holder does not personally identify.

Accountability

Office Holders will be accountable for their actions, and for the actions and decisions of their whole decision-making group (for example, the whole Activities Executive, or a whole society committee), even where they may not have personally participated.

Openness

Office Holders will be open with LUU and with members. While some decisions may need to be made 'behind closed doors', Office Holders will not take actions without ensuring that the appropriate LUU staff are properly informed, and will not prevent members from accessing any information it is their right to access.

Honesty

Office Holders will act honestly, and will not engage in activity which is dishonest or deceptive. Office Holders will disclose to LUU any details which might make them unsuitable to hold office, which include, but are not limited to:

- Outstanding or unspent legal convictions
- Involvement in ongoing disputes or incidents involving the police
- Involvement in ongoing disputes with a department of LUU, or with the University
- Relationship to any company or organisation with which LUU or an affiliated group (for example, a club or society) has regular contact, in particular if the company or organisation benefits financially from this contact



These situations do not necessarily prevent an individual from holding office, but failure to disclose these issues is considered a breach of the code of standards.

Leadership

Office Holders must fulfil their role as leaders for their given cohort, recognising this means assuming responsibility for the cohort's actions as a whole. Office Holders, as leaders, are expected to lead members in positive behaviours and to manage any issues of conduct which arise within their given cohort, or between their cohort and other LUU groups.

Signatures

Please sign and date to confirm you agree and understand the Code of Standards. The Code of Standards is signed on behalf of all committee members. By signing this document, you also agree to ensure all committee members have access to the document.

| |
|---|
| Name of Group |
| Leeds University Business School Society (LUBS) |
| Date |
| 07/07/24 |
| President |
| Name: Georgia Kershaw Signature:  |
| Secretary |
| Name: Christine Ly Signature:  |
| Treasurer |
| Name: Carter Li Chun |

Signature:

A handwritten signature in black ink, appearing to read "Gustav", is positioned to the right of the "Signature:" label. The signature is fluid and cursive, with a long horizontal stroke at the beginning and a small flourish at the end.