



HSU Code of Conduct

Overview

All members of HSU are expected to behave in a way that upholds the reputation of the Students' Union and allows fellow members to pursue their interests in safety and comfort.

The HSU Code of Conduct outlines how members are expected to behave, what constitutes a breach of the Code, and what might happen if a member breaches the Code.

Who the Code applies to

1. The Code of Conduct applies to all members of HSU, including Student Members, Associate Members, and Life Members.
2. For Student Members who are also members of HSU staff, the Code of Conduct applies when interacting with the Students' Union as a Student Member. When interacting with the Students' Union as a staff member, HSU staff policies apply.
3. While opted-out students are not Members of the Students' Union, they are expected to follow the Code when interacting with Students' Union activities, like Societies or the Advice Centre. A breach of the Code by an opted-out student could result in certain sanctions, such as removal from a Society.

When the Code applies

4. The Code of Conduct applies to Members:
 - 4.1. On Union or University premises.
 - 4.2. During Union activities.
 - 4.3. When representing the Union in any way.

Code of Conduct

5. All Members of Hallam Students' Union are expected to behave in a way that:
 - 5.1. Is respectful of other Members,
 - 5.2. Is respectful of the Union property and local area,
 - 5.3. Is respectful of Union staff,
 - 5.4. Allows other members to freely enjoy activities and other aspects of their membership of Hallam SU,
 - 5.5. Upholds the values and reputation of Hallam SU.
6. The following non-exhaustive list of behaviours are examples of behaviour that would break the Code of Conduct:

- 6.1. Violent, indecent, disorderly, threatening, abusive or offensive behaviour.
- 6.2. Abusive or threatening language, whether in person or online.
- 6.3. Dangerous behaviour that could, or does, result in injury to a person.
- 6.4. Harassment of others, including sexual harassment, or harassment based on a protected characteristic.
- 6.5. Repeated, unwanted contact with another member of HSU.
- 6.6. Behaviour that could, or does, lead to damage to property.
- 6.7. Reckless behaviour with Union (including Society) finances.
- 6.8. Failing to follow HSU's procedures when on Union premises or involved with Union activities.

When the code is breached

7. If a potential breach of the code is brought to the attention of an HSU staff member, they will inform the Chief Executive Officer¹.
8. A breach of the Code could be discovered by:
 - 8.1. A complaint submitted using the Complaints procedure.
 - 8.2. Testimony from another member, HSU staff member, or member of the public.
9. In the event of an alleged breach, the Chief Executive Officer will convene a disciplinary panel. The panel must contain a relevant, appropriately senior staff member and an HSU Officer, unless this would cause a conflict of interest.
10. The panel will consider:
 - 10.1. whether the alleged activity took place.
 - 10.2. whether the activity was a breach of the Code of Conduct.
 - 10.3. what, if any, sanctions to apply.
11. The Member will be given the opportunity to provide information in defence or mitigation. The Member will also be told when they can expect to know the outcome of the panel.

¹ In the unlikely event that the Chief Executive Officer is also a Student Member and is investigated for their conduct as a Student Member, then the Chair of the Board of Trustees should be informed and convene the disciplinary panel instead.

Sanctions

12. The sanctions that could be applied include, but aren't limited to:
 - 12.1. a written warning.
 - 12.2. limiting access to Union spaces, events or activities.
 - 12.3. suspension or removal of membership of a Society or other group.
 - 12.4. suspension or removal of Union membership.
13. The panel may also decide to notify the University, if they believe that the University's Student Code of Conduct has been breached, or the Police, if they believe that the law has been broken.

Appeals

14. Any member who is sanctioned is entitled to appeal the decision.
15. Reasons that a member may wish to appeal include:
 - 15.1. The member believes that this disciplinary procedure has not been correctly followed.
 - 15.2. The member believes that the sanction is disproportionate.
 - 15.3. There is new evidence that was not available at the time of the disciplinary panel.
16. The appeal should be submitted to whoever notified the student of the sanction. The appeal will be reviewed by the Chair of the Board of Trustees, unless there is a conflict of interest. If there is a conflict of interest, then another Trustee or appropriately senior staff member will be appointed to review the appeal.
17. Appeals should be submitted within ten working days of the receipt of the sanction.
18. If the member is still not happy with the outcome after the appeal, they can appeal to the University Board of Governors via the University Secretary email address: governance@shu.ac.uk within 10 working days of receiving the appeal decision. The University Board of Governors (via the University Secretary) will appoint an independent person (or make ad-hoc arrangements as necessary) to report on the complaint. The independent person will not be a member of the University (staff, student or governor) but will be a person of good standing. The independent person will inform the member, the University Secretary and the Students' Union of their findings and recommendations.