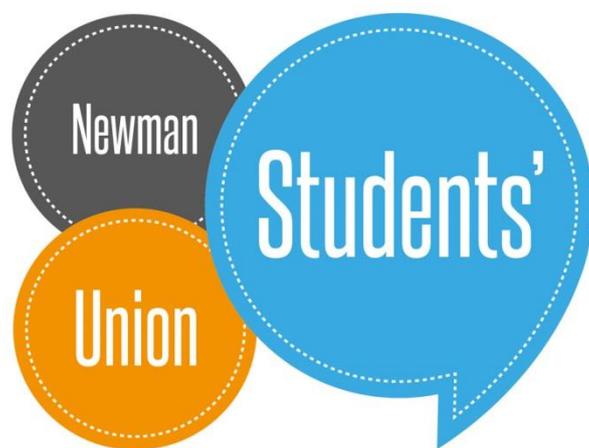


Code of Conduct

for Newman Students' Union



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What is the Code of Conduct?

This Code of Conduct sets out the expected behaviour of all members and affiliated groups when participating in any activity under the name of Newman Students' Union (Newman SU), both in-person or online.

This Code of Conduct and the process set out within it is applicable to all complaints made to Newman SU with regard to the conduct of its members or groups against another individual. Please note that any student at the Newman University (Newman) is also subject to the University's disciplinary procedures, as well as (of course) to the law.

Why does the Code of Conduct exist?

- To protect Newman SU's members
- To protect others that may be potentially affected by members' actions
- To ensure the highest possible standards of fairness, honesty and behaviour
- To reduce the risk of harm, injury, harassment and nuisance to members and the community in general
- To ensure that any student can feel welcomed and included in Newman SU activities

To whom does the Code of Conduct apply?

- All members
- All persons associated to a student group including, but not limited to, associate members and honorary members, coaches and trainers.

Expected Behaviour

All members must abide by the rules outlined below both physically and online:

- Adhere to the Bylaws and policies of Newman SU.
- Behave in a manner which does not endanger or is anti-social towards other individuals and to abide by Newman Students' Union's Health and Safety policies at all times.
- Do not bully, harass, discriminate against or victimise others.
- Ensure all members feel welcome to participate in non-judgemental and nonthreatening discussions, activities, services or events.

- Act responsibly at all times when participating in activities and avoid actions which could bring the group, the Students' Union or sponsors, funders or partners into disrepute.
- Conduct themselves in a reasonable manner relating to language, noise and behaviour.
- Not encourage or pressure others into acting against the Code.
- Operate within the rules that govern the activity or the facility in which it is taking place.
- Not carry out initiation ceremonies as detailed below.
- Allow others to learn from genuine mistakes.

Student leaders (i.e. Course Reps, Student Trustees and Student Group Committees) have a particular responsibility to uphold the Code of Conduct in the areas of activity that they lead.

Bullying and Harassment

Newman SU does not tolerate bullying, harassment, discrimination or victimisation of any kind. We expect all members of our community to treat each other with respect, dignity, courtesy and consideration.

Allegations of bullying or harassment by a member of NSU (student) towards other members (students), Officers, Trustees or our staff team shall be investigated and taken seriously.

Harassment is unwanted and unwarranted physical, sexual, verbal or non-verbal behaviour which (intentionally or unintentionally) violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment is unlawful when it targets someone on the grounds of a 'protected characteristic', this includes: age; sex; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; and sexual orientation.

Bullying is characterised as offensive, intimidating, malicious or insulting behaviour, or the abuse or misuse of power (which does not always mean being in a position of authority) through means intended to undermine, humiliate, or denigrate a person. Bullying is not necessarily related to a 'protected characteristic'. Examples of bullying and harassment include but are not limited to offensive or intimidating comments; verbal abuse, insults, or jokes; graffiti or vandalism; unwanted sexual comments, groping, touching or stalking; threatening behaviour or physical violence.

Bullying and harassment are not necessarily face to face, it may occur through written communications, visual images, online, over email, social media or over the phone. They may be carried out by individuals or groups, and can occur in public or in private.

Passionate speech and comment, and legitimate debate can also be distinguished from bullying behaviour and harassment. However, care should be taken to ensure that others are not made to feel intimidated. More examples of behaviours that may constitute bullying and harassment can be found in **Appendix 2**.

Passionate speech and comment, and legitimate debate cannot be defined by persistently targeting an individual online, and on Social Media and is classed by NSU as bullying.

Initiations and Peer-Pressured Situations

In line with the majority of universities and as a result of a number of very serious incidents at other institutions, Newman SU does not permit "initiation ceremonies".

For this purpose, an initiation ceremony is any event at which members of a group are expected to perform an activity as a means of gaining credibility, status or entry into that group. This peer pressure is normally (though not explicitly) exerted on first year students or new members and may involve the consumption of alcohol, eating various food stuffs, nudity and behaviour that may be deemed humiliating.

In the past, students around the UK have caused criminal damage, been seriously injured and, in at least three cases, died as a result of having to take part in an initiation. As well as this, initiation ceremonies are intimidating, humiliating and can amount to bullying. They do not encourage the welcoming and inclusive student groups that Newman SU wants.

Social activities such as welcome evenings, team meals, social nights, trips away and celebration events that welcome new members and offer a positive first impression of university life are encouraged. The following rules must be followed:

- All activities must be opt-in and have no bearing on the acceptance into the student group or team/squad selection etc.
- Peer pressure must not be exerted on individuals.
- Activities must not be humiliating, unlawful or degrading.
- Activities must not involve the forced consumption of any fluid/substance.
- Taking of alcohol to the activity/event must not be made a condition of attendance
- If activities involve alcohol then non-alcoholic drinks must be made available.
- Activities must not bring the reputation of Newman SU, Newman University or the student group into question or disrepute.

The organiser of the event, individual society chairs or the groups as a whole may be held responsible for an "initiation ceremony" and may be referred to the University or the police.

Social Media and Electronic Communication

Members are reminded that their behaviour and actions online can affect the image of the Students' Union and the University. However, NSU believes that all students have the right to "Freedom of Speech" and recognise that Higher Education and Newman is a place to challenge other opinions, and likewise expect their own to be challenged.

Members should acknowledge that Social Media is a space in the public domain, and must also recognise that any statements or remarks made within it can and will be scrutinised by others, including other members of the SU.

It is NOT the responsibility of the Students' Union to vet all comments made on personal posts across Social Media platforms.

NSU will not take action against the views of another member, however unpopular, unless persistent, and/or deemed to be bullying/harassment and if it meets one of the three items of criteria outlined in "What happens if the code of Conduct has been breached?" section below.

Freedom of Speech

Newman SU recognises the right to a member's freedom of speech, which is outlined in Bye Law M. Members are reminded that "being offended" by a person's opinion and freedom of expression, is not the same as bullying and/or harassment.

What happens if the Code of Conduct has been breached?

Newman SU is committed to addressing all breaches of the Code of Conduct and maintaining a safe and inclusive environment for members to participate in. If you are aware of a breach of the Code of Conduct, please inform a member of Newman SU staff.

For all complaints against members, NSU will determine whether the incident is the responsibility to the Students' Union to deal with by considering whether it:

- 1. It directly affects the reputation of the Students' Union, and/or the University;**
- 2. It impacts the ability of either member to carry out specific roles; or**
- 3. It directly prevents a member from engaging in an activity or service of the SU.**

University Complaints Procedure

If a member is being bullied by another member it is important to remember that they are a Newman student first, and the complaint should be dealt with by the University, unless it directly involves Union activity.

Examples of this would be where:

1. An elected Officer or Society official breaches this code of conduct;
2. An incident that occurred during an SU event or within a Student Group.

Informal Resolution

If it is safe and appropriate to do so, Newman SU staff will work with students to resolve the issue. This might include recommending support services, mediation or training for those who have breached the Code of Conduct or been affected by a breach of the Code of Conduct.

Student Leaders (e.g club and society committees) should not investigate a breach of the Code of Conduct on their own and should not remove group members at their own discretion. However, student leaders are always encouraged to support students to resolve minor disagreements when safe to do so.

Student Leaders should work with Newman SU staff to resolve specific breaches of the Code of Conduct.

Complaints

If you are not satisfied with the response or if it is not safe to resolve the issue in this way, you can submit a complaint using the SU Complaints Policy located in Bye Law F of the Constitution. An SU member of staff can help you to do this and explain what will happen next.

If a serious breach of the Code of Conduct has taken place, Newman SU may refer the complaint to Newman University or the police.

Newman SU will not usually investigate anonymous allegations. If a complainant has legitimate concerns about their identity being disclosed as part of a disciplinary investigation they should make those concerns known in the process of reporting the misconduct allegation, so that the NSU can consider whether appropriate steps can be taken to safeguard the rights of the complainant as well as the student(s) against which allegations are being made.

Disciplinary Committees

If the complaint investigation by the General Manager or nominee finds that a breach of the Code of Conduct has occurred, the issue will be referred to a Disciplinary Committee for consideration. This group will receive a report from the investigating officer.

The Disciplinary Committee will make a ruling on the breach and issue sanctions that are proportionate to the breach of the Code with reference to the decision matrix in the Appendix and in line with the procedures found in Bye Law F.

Appeals

Decisions made by the Disciplinary Committee can be appealed using the process outlined in Bye Law F.

Appendix 1: Suggested Sanctions for Breaching the Code of Conduct

Disciplinary Committees considering sanctions against those who have breached the Code of Conduct will give consideration to the matrix below. The matrix details the decision making process and potential sanctions.

Code of Conduct Decision Matrix

Breach of the Code of Conduct	Risk of harm to individuals or the organisation			
		Slightly harmful	Harmful	Extremely harmful
		Risk of minor injury/ risk of minor reputational damage	Risk of external intervention (e.g. hospitalisation or other)/local level reputational damage to Newman SU	Risk of serious physical or mental harm/national level reputational damage to Newman SU
Minor breach		1	2	3
Moderate Breach Organisational rules broken		2	4	6
Major breach Civil/criminal law broken		3	6	9

Any breach of this Code of Conduct may result in one or more of the following sanctions (please note that this is not an exhaustive list) and that sanctions are decided at the discretion of the review panel. It may also be possible that both group and individual sanctions are deemed necessary in some cases:

Group Sanctions

1	Warning
	Letter of apology to be written
2	Fine from Group Funds or Community Service / Local Volunteering
3	Removal of (one or multiple) privileges for less than a month (may include SU funding, room bookings, accreditations, welcome fair stall etc.)
4	Removal of (one or multiple) privileges for 1 month (may include SU funding, room bookings, accreditations, welcome fair stall etc.)
	Removal of grant funding and/or the ability to apply for funding in the future
6	Removal of (one or multiple) privileges for 1 year (may include SU funding, room bookings, accreditations, welcome fair stall etc.)
	Refer to University disciplinary action
	Disaffiliation of student group for 1 academic year
9	Refer to University disciplinary action
	Disaffiliation of student group for 3 academic years

Individual Sanctions

1	Warning
	Letter of apology to be written
2	Ban from some or all Newman SU activity for 1 week
3	Ban from some or all Newman SU activity for 1 month
4	Ban from some or all Newman SU activity for a period greater than one month
6	Ban from some or all Newman SU activity for 1 year
	Removal from an elected position within a Student Group
	Refer to University disciplinary action
9	Refer to University disciplinary action
	Lifetime ban from Newman SU activity

Appendix 2: Examples of behaviours that breach the code of conduct

Behaviours not listed may still be bullying or harassment and/or breach the Code of Conduct.

Harassment

Age

Age related harassment refers to unwanted behaviour relating to a person's age or perceived age. Examples include:

- Persistently being patronised as being 'too young' to understand or do something;
- Being isolated or excluded from a student group because you're 'too old'.

Disability, Hidden and Learning Disability

NSU recognises that not all disabilities are visible or obvious, and that all disabilities are valid and taken seriously.

Disability or hidden disability related harassment refers to unwanted behaviour related to all disabilities, impairment or additional need, and can include perceived disability or hidden disability. Examples include:

- Persistent demeaning uninvited or un-necessary assistance;
- Patronising or 'talking down' to someone with a disability.
- Patronising someone by saying that their hidden disability is not real.
- Using a hidden disability label as an opportunity to bully someone.

Gender Reassignment or Gender Identity

Harassment on the grounds of gender reassignment or identity refers to unwanted behaviour related to transgender, transsexual or transvestite identities. 'Trans' is an inclusive term used to describe people who: have undergone, are undergoing or will undergo gender transition (commonly called a 'sex change'); identify as someone with a different gender from the sex that they were ascribed at birth, but who may have decided not to undergo medical treatment; or someone who chooses to dress in the clothing typically worn by a person of another gender. Examples include:

- Inappropriate moralising about a person's gender identity;
- Being ridiculed for wearing clothing traditionally associated with another gender;
- Persistently using the wrong pro-noun when addressing a trans person or non-binary person (misgendering).

Marriage and Civil Partnership

Discrimination on these grounds refers to unwanted behaviour relating to your marital or civil partnership status. Examples include:

- Being isolated or excluded from a student group because you are married or in a civil partnership.

Pregnancy and Maternity

Discrimination on these grounds refers to unwanted behaviour relating to being pregnant or having recently (within 26 weeks) given birth. Examples include but are not limited to:

- Being told to stop breastfeeding in public.

Race

Racial harassment refers to unwanted behaviour related to race or ethnic background, which can include nationality, citizenship and language. Examples could include:

- Ridiculing racial, ethnic or cultural differences;
- Using racist symbols (for example Nazi swastikas);
- Ridiculing someone for their use of language.

Antisemitism and Islamophobia are both rooted in racism and Newman SU has adopted specific definition to help us tackle antisemitism and islamophobia within our communities.

Antisemitism

Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed towards Jewish and non-Jewish individuals and/or their property, towards Jewish community institutions and religious facilities. Examples include:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Islamophobia

Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness. Examples include:

- Stereotyping Muslims by assuming they all think the same
- Holding debates about Muslims with which they could not join in
- Accusing all Muslims of being responsible for real or imagined wrongdoing committed by a

single Muslim person or group, or even for acts committed by non-Muslims.

Religion or Belief (including Non-belief)

Harassment on grounds of religion or belief refers to inappropriate and unwanted behaviour related to someone's religion, or lack of religion, or any religious or philosophical belief including a lack of belief. Examples include:

- Ridiculing items worn for religious reasons;
- Denigrating cultural customs;
- Derisory comments against an individual's beliefs.

Sex

Sexual harassment can occur in a variety of ways but always has a distinctive feature: the inappropriate and unwanted introduction of sexual comments or comments that relate to a person's sex (including intersex people). Examples include:

- Comments that emphasise the gender or sexuality of an individual or a group;
- Sexually provocative remarks or jokes;
- Persistent unwelcome requests for social or sexual encounters and favours;
- Display of, or electronic transmission of, pornographic, degrading or indecent pictures;
- Unnecessary and unwelcome physical contact with non-intimate areas of the body.

Sexual Orientation

Harassment on these grounds refers to unwanted behaviour relating to a person's known or presumed sexual orientation. For Newman SU's purposes, sexual orientation means attraction towards people of the same sex or gender; attractions towards people of another sex or gender, attraction towards people of all genders, and all minority sexual orientations including those who feel no or limited sexual attraction (e.g. asexual). Examples include:

- Intrusive questioning about a person's domestic circumstances and/or sexual preferences;
- Excluding same-sex partners from social events and student groups;
- Actual or threatened unwanted disclosure of sexuality, i.e. 'outing'.

Class or Socio-Economic Background

Although class is not a protected characteristic by law, Newman SU will not tolerate victimisation or discrimination based on someone's socio-economic background or class. This means treating someone unfavourably due to their own or their parents' income, occupation or social background. Examples include:

- Stereotyping someone because of the school they went to
- Mocking someone based on their accent or occupation

Bullying

Examples of bullying include persistent:

- Shouting and sarcasm;
- Verbal and physical abuse;
- Public humiliation;
- Belittling about abilities, personality and/or personal appearance;
- Talking down to and/or being ignored;
- Subject of practical jokes;
- Subject of malicious rumours or gossip;
- Exclusion or being ostracised.

Appendix 3: Examples of Complaints that will NOT be investigated by NSU

NSU recognises that it cannot solve all individual issues and arguments of its members that are outside the realms and powers of the organisation.

NSU understands that people have disagreements, but believes that it is the responsibility of the member to develop and learn how to effectively deal with challenging behaviour, providing it does not define as bullying and/or harassment.

Below are some examples where NSU will not investigate a complaint against a member:

- If two or more members have conflicting opinions online, but outside of a Society Group or Official NSU site or social media page. This is only where the incident is a "one-off" and does not continue where it becomes persistent and perceived as bullying and/or harassment.
- If two or more members have a general argument away from the Students' Union and its services, which leads another member to feel upset. It is the opinion of NSU that unless this actively brings the organisation into disrepute, or directly prevents a member from carrying out a specific role or engaging with an activity or service, that is it not the responsibility of the Union to deal with.

Appendix 4: Where can I get support?

There may be occasions where an incident has happened that isn't a legitimate case for a complaint, but a student still requires support. The Students' Union generally always advises students to reach out to their peers and social support networks or to visit Student Support at studentsupport@newman.ac.uk.

Alongside the University support, there are a range of useful links below for students to self-help:

Bullying UK	https://www.bullying.co.uk/
MIND	https://www.mind.org.uk/information-support/guides-to-support-and-services
National Bullying Helpline	https://www.nationalbullyinghelpline.co.uk/
Papyrus	https://www.papyrus-uk.org/
Samaritans	https://www.samaritans.org/
Young Minds	https://youngminds.org.uk/find-help/your-guide-to-support/

Remember, if you or anyone else is in immediate danger, please always call 999.