



# Code of Conduct

## General

It is expected that all Representatives of the University of Strathclyde Students' Association (USSA) - i.e. student participants, volunteers, executive committee and staff members - adhere to the Code of Conduct to ensure mutual respect and safety at all times.

Representatives shall:

- Be aware of, abide by and champion the Equal Opportunities Policy
- Be an Ambassador for the Association and always portray a positive image of the services and activities on offer
- Treat each other courteously and respectfully
- Have respect for others privacy, space and possessions
- Assist in creating an environment which encourages individuals to participate if they choose to do so
- Create and maintain an environment free of fear and harassment of any type of abuse whether it be emotional, physical, sexual, neglect or bullying
- Have a personal responsibility to be fair, honest and considerate to others
- Ensure personal or professional differences are dealt with in private and not publically
- Be mindful of language and noise levels to discourage disruption or offence to others
- Ensure status or position is not used to attain benefits or preferential treatments
- Ensure no alcohol is consumed within any office area (including level 7 and 9)
- Maintain a professional outlook when carrying out duties on behalf of the Association and accept responsibility for their actions

## Alleged breach of Conduct by a staff member

Should a complaint of breach of the Code of Conduct by a member of staff need to be made, the matter should, in the first instance, be raised with the Chief Executive Ian McCartney ([ian.mccartney@strath.ac.uk](mailto:ian.mccartney@strath.ac.uk)). Should the complaint be against the Chief Executive, the matter should be raised with the President ([ussa.president@strath.ac.uk](mailto:ussa.president@strath.ac.uk)).

Proceedings in such instances will be conducted under the terms and conditions of USSA's Staff Handbook (<http://ussa2:8080/intranet/Policies/DisciplinaryProcedures.shtml>)

## **Alleged breach of Conduct by a volunteer or elected Officer**

All USSA representatives are encouraged to raise any concerns about the conduct of others or the way in which USSA's business is run to ensure it is operating in a legal and responsible manner. All reports will be kept confidentially and held in the strictest confidence.

Should a complaint of breach of the Code of Conduct by a volunteer and/or elected Officer need to be made, the matter should, in the first instance, be raised with any member of the Executive Committee, whereupon the Executive Officer will undertake a Complaint Review, conducting appropriate investigations where necessary.

The Complaint Review will be concluded within 14 days of receipt of the original complaint, at which time the Executive Officer will notify the complainant of the outcome, which will fall into one of the following categories:

- rejection of the complaint as no case can be found to be answered;
- formal reprimand;
- recommendation to proceed to an Association Disciplinary Panel under the auspices of the Association's Discipline Schedule.

Should any party be dissatisfied with the outcome of the Complaint Review, they have the right to appeal the decision within 14 days of notification. Receipt of such an appeal will automatically trigger an Association Disciplinary Panel.

During the Complaint Review process, it shall be pertinent for the Executive Officer to take advice from other Officers and/or members of Association staff to ensure due process is followed at all times, and that natural justice is enshrined within the process.

Records pertaining to the Complaint Reviews will be stored confidentially.

## **Implementation & Review**

It is the responsibility of all USSA Representatives (staff, volunteers & Officers) to uphold the Code of Conduct throughout all Association activities.

The Executive Committee are ultimately responsible for the implementation and perpetuation of the Code of Conduct and, as such, will review and agree to it on an annual basis when they first take up office.

**Last Updated:** February 2013