

# Guild Code of Conduct

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## 1. Purpose

- 1.1. Liverpool Guild of Students (the Guild) is committed to promoting an environment that is fun and friendly, welcoming and inclusive, and where individuals are treated with dignity, fairness and respect. It is therefore important that all of our members understand the standards of conduct that are expected of them in maintaining that environment.
- 1.2. This Code of Conduct sets out the standards of conduct and behaviour expected from everyone on Guild premises or attending Guild events. This includes events and activities organised by Guild societies, and applies to off-campus and on-line activities, in addition to those in the Guild building or elsewhere on campus.

## 2. Scope

- 2.1. The Guild Code of Conduct applies to:
  - All members of the Guild, including elected officers;
  - All Guild societies;
  - Contractors working with the Guild;
  - Visitors to the Guild premises.
- 2.2. The Code of Conduct applies to any action that:
  - happens on the Guild premises;
  - is committed while using Guild facilities or attending a Guild event;
  - is committed while a member is representing, acting on behalf of or could be perceived to be representing or acting on behalf of the Guild at an event, during a trip, online (e.g. via social media) or in correspondence;
  - takes place whilst undertaking an activity supported by the Guild or whilst on Guild business;
  - takes place in person or in writing, via e-mail or social media, or by a physical act or gesture.

## 3. The Code

- 3.1. The Guild is committed to being an inclusive organisation that cares about the safety and wellbeing of our members, our staff and visitors. We have an ethical and legal responsibility to celebrate and champion equality, diversity and inclusion. Harassment, sexual harassment, bullying, abuse, discrimination, victimisation, exploitation or violence will not be tolerated on any of our premises.
- 3.2. All users of the Guild are expected to:
  - Act in accordance with the Guild's policies and Bylaws
  - Behave in a reasonable and responsible manner at all times and avoid actions which could bring the Guild or the University into

- disrepute;
- Demonstrate mutual respect and understanding for all members of the University and wider communities;
- Be aware of how their actions may be perceived by others;
- Ensure all members feel welcome to participate in discussions, activities, services or events;
- Conduct themselves in a manner that does not offend others and refrain from using foul and abusive language, either verbally, in writing or via social-media;
- Not engage in any form of behaviour that is harassing, discriminatory, threatening, intimidating or anti-social;
- Conduct themselves in a manner that ensures the Guild is an open, welcoming, inclusive and supportive space for all students, in which no forms of discrimination are tolerated;
- Treat all Guild and University property with respect and not interfere with other people's enjoyment of Guild facilities or events;

## 4. Misconduct

4.1. The following are examples of behaviour which are considered misconduct and therefore likely to lead to disciplinary action:

- behaving in any manner likely to bring the Guild into disrepute whether on or off Guild and University property;
- any breach of the Guild's Drugs Policy;
- any breach of the Guild's Equality, Diversity and Inclusion Policies;
- failure to comply with the University and Guild's shared Policy and Code of Practice regarding Freedom of Speech;
- disorderly, threatening, bullying or offensive behaviour, harassment or sexual harassment whether physically or verbally whilst on Guild premises, when representing or could be perceived to be representing the Guild;
- any action likely to cause injury or acting without due regard to the safety of others;
- making defamatory or maliciously false statements about any member of the University community;
- any interference with fire safety equipment on Guild premises, including activating fire alarms except in a genuine emergency;
- damage to, defacement of, or misappropriation of Guild property or the property of other members of the Guild, whether caused intentionally or recklessly;
- failure to comply with Guild financial procedures;
- where relevant, failure to comply with Guild society policies, procedures or guidance;
- misuse or unauthorised use of Guild premises and property, including computer misuse;
- breaches of any other of the Guild's codes, policies, regulations or guidance, including those relating to elections.

4.2. The following are examples of misconduct which the Guild will consider as acts of serious (or gross) misconduct and may lead to more severe disciplinary outcomes, up to and including termination of membership;

- acting to, or with intent to, commit theft, fraud, deceit, deception or

dishonesty in relation to the Guild, its staff and members or while representing or purporting to represent the Guild;

- discrimination, harassment or victimisation of others on the grounds of their age, disability, gender, gender re-assignment, pregnancy, maternity, marriage or civil partnership, race, religion, belief, sexual orientation or any other characteristic protected under the Equality Act 2010;
- the use, possession or supply of illegal drugs on Guild premises or while representing or purporting to represent the Guild;
- committing a criminal offence that could affect your suitability to engage in guild activities;
- sexual misconduct, including any unwelcome behaviour of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation;
- physical violence or sexual violence towards others, or the threat of physical or sexual violence;
- persistent or repeated acts of misconduct over an extended period;
- failure to report a criminal conviction or driving disqualification to the Guild, where it could reasonably be considered relevant to participation in Guild activities.

4.3. These lists are not exhaustive and intended as a guide only.

## 5. Breaching the Code of Conduct

- 5.1. An allegation of a breach in the Code of Conduct will lead to the instigation of the appropriate Disciplinary Policy & Procedure.
- 5.2. Where a member of a society, club or committee breaches the Code, the student group should refer the matter to a member of staff.

## 6. Licensed Premises

- 6.1. This Code of Conduct and associated Disciplinary Procedures do not affect the rights of the Designated Premises Supervisor or other Guild licensed premises staff to refuse admission to the Guild's licensed premises without giving a reason, or to exercise the powers available in the Licensing Act (2003). The Designated Premises Supervisor may delegate their authority under the Act to another member of staff.

## 7. Related Policies

G046 Disciplinary Policy & Procedure (Members)  
G033 Complaints Procedure (Members)