

## Schedule 9: Code of Conduct

1. Any member holding an **elected position** or a **trustee position** can be removed from that position through a procedure linked to the Code of Conduct.
2. **The Trustee Board is granted the authority to monitor this Code of Conduct.**

### Expected Behaviours

3. All members are expected to behave responsibly and act with dignity and respect towards everyone at all times. **This applies** on Abertay University premises, whilst using Abertay University facilities or participating in any Association activity/ event including affiliated society events wherever they are held or whilst representing or acting on behalf of Abertay SA wherever this may be.
4. The expected behaviours of members includes, but is not limited to, the following:
  - 4.1. Treat others with respect and dignity;
  - 4.2. Treat them fairly and without unfair or illegal discrimination;
  - 4.3. Not offend others with foul language, anti-social behaviour or discriminatory behaviour;
  - 4.4. Treat the environment with respect;
  - 4.5. Not interfere with other people's enjoyment of Association or University facilities or activities;
  - 4.6. Not engage in activity or behaviour likely to bring the University or the Association into disrepute;
  - 4.7. Comply with the reasonable requests of staff and officers of the Association and the University;
  - 4.8. Respect the confidentiality of others;
  - 4.9. Adhere to all appropriate policies of the Association
  - 4.10. Comply with all International, EU, UK, Scotland and local laws
  - 4.11. Use the Associations resources responsibly and honestly;
  - 4.12. Undergo any training required as a result of any roles (voluntary or paid) undertaken;
  - 4.13. Not act dishonestly or with intent to commit fraud;
5. In line with the **Equality Act**, Abertay SA does not tolerate discrimination on the following grounds:
  - 5.1. religion or belief (as identified by each member of themselves)
  - 5.2. sexual orientation (as identified by each member of themselves)
  - 5.3. age
  - 5.4. disability (as identified by each member of themselves)
  - 5.5. gender (as identified by each member of themselves)
  - 5.6. gender reassignment
  - 5.7. marriage and civil partnership statue
  - 5.8. race
  - 5.9. sex
  - 5.10. Pregnancy
  - 5.11. Breastfeeding women

- 5.12. Political views
- 5.13. HIV/Aids status
- 5.14. Parental responsibilities
- 5.15. colour,
- 5.16. nationality,
- 5.17. ethnic or national origins,
- 5.18. trade union membership.

#### Sanctions as a result of breaches of the Code of Conduct

- 6. Any member, SA staff member, University staff Member, or member of Public who feels that a member of the Association has breached the code of conduct raise an issue regarding an Association member, using the complaints procedure.
- 7. The Complaints Procedure is a Supplementary Document of this Schedule, and may be updated from time to time by the Association's Senior Staff Member or their designate.
- 8. Those determining the outcome of a complaint at either formal or informal level may take into consideration any perceived breach of the Association's code of conduct, when determining any appropriate sanctions.
- 9. Where the complaints process is activated, the Association may suspend membership of the member(s) concerned.
- 10. If a complaint is upheld, the panel may invoke sanctions that may range from a written warning about the member's actions, **to the suspension or removal of any or all rights and privileges of membership including the holding of office, and membership of the Association itself.**
- 11. Where an any member elected to any position is, for longer than 3 months, either
  - 11.1. suspended,
  - 11.2. removed from office,
  - 11.3. or barred from holding membership,their post will be deemed vacant for the duration of the sanction, subject to the outcome of any appeal.
- 12. A by-election can only be held for the vacant role if the appeal is dismissed, or the window of time in which to appeal, has passed.