



DUDLEY COLLEGE
STUDENTS' UNION

OFFICE CODE OF CONDUCT

Dudley College Students' Representatives

***Representatives refer to volunteers and all persons who use the students' union logo and/or student union resources.**

***SU refers to Students' Union**

1.1 All members of the union will be required to adhere to this code of conduct, particularly when in the union office, or attending events organised by the union or its clubs and societies.

1.2 If any members break the code of conduct they will be subject to union disciplinary procedure, appropriate action will be taken which could ultimately lead to removal office/removal of rights to membership.

MEMBERS OF THE SU LEADERSHIP TEAM AND REPRESENTATIVES:

Must not use the SU resources for personal use. Resources refer to but are not limited to SU office and computer equipment including stationary, laptops, and telephone (within reason). Exceptions include personal email only where that email account is used to conduct SU business. The display of offensive or obscene material is strictly prohibited. The use of 'game' applications is strictly prohibited.

Must not offer affiliation, promise or commit on behalf of the executive committee without prior consultation or without permission from the SU President.

When representing the SU on campus or at external events (this includes any contact with the public/college staff or other institutions on behalf of the SU) must behave in an appropriate manner which includes not making any discriminatory remarks or taking actions on grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition and also includes following any health & safety procedures.

Shall declare any private interests that may conflict with SU policy making or SU/ student Parliament decisions made.

Shall not disclose or discuss with non-leadership members any sensitive information or data of a personal nature. Shall comply with the data protection act. Exceptions include Officers official and consented contact details specific to SU business.

Shall be open and cooperative with all members of the leadership team when requested.

Other than the SU President shall not give instructions or dictate working hours to office staff.

Must adhere to any collectively approved executive team decisions/positions. This includes any mandated policy which is then taken to external organisations/institutions.

Must not remove property of any value (including monies) without strict permission of the President or contracted staff.

Shall not behave in an inappropriate way while in the office (e.g. sitting on the lap of another person, lounging across desks etc.).

Respect that the office is a professional working environment and those that use it must act in a professional way.

Shall make sure all phones are on silent or vibrate during meetings.

Shall always work on the basis of openness and honesty.

Must not shout or be confrontational to another officer, student or volunteer and must show empathy at all times to fellow students. Any issues/tension should be resolved ASAP.

Shall not use physical violence at any time, if you feel threatened call security on 888.

Shall fulfil the commitment outlined in the job descriptions of positions.

Shall discourage the use of the office as social space.

Leadership members will wear SU branded Uniform whenever representing the SU this may include conferences/ meetings. You must also adhere to the colleges policies, student code of conduct and the SU Code of Conduct when wearing SU uniform.

Attendance and Apologies Policy for Leadership Team Members

To ensure the effective functioning of the Leadership Team, all executive members are expected to attend formal meetings. If you are unable to attend, you must send apologies in advance in writing via email, text, or Teams.

- **Apologies:** Members may send up to two apologies for missed meetings during their term. If more than two meetings are missed, this will prompt a conversation to review your commitment to the team, discuss your role, and explore any support you may need.
- **Ongoing Issues:** If attendance problems persist after support and intervention, it will be assumed that you have resigned from your position.
- **No Apologies:** Failing to send apologies and not attending a meeting will lead to an immediate discussion about your commitment and position. Depending on the reasons provided, this may result in removal from office.

**IF ANY STATEMENT OF THE CODE OF CONDUCT IS NOT FOLLOWED,
THIS MAY/CAN LEAD TO SU DISCIPLINARY PROCEDURE.**