

Code of Conduct



**UOW
PULSE**

Date approved:	29/11/2018	Date Policy will take effect:	Immediately	Date of Next Review:	Nov 2020
Approved by:	Head of Marketing and Communications				
Responsible Unit:	Student Engagement Division				
Supporting documents, procedures & forms of this policy:	UniClubs Sexual Harassment Prevention policy UniClubs Bullying Prevention policy UniClubs Alcohol and Alcohol policy UniClubs Social Media policy UOW Student Code of Conduct				
References & Legislation:	Anti Discrimination Act 1977 Disability Discrimination Act 1992 Racial Discrimination Act 1975				
Audience:	University of Wollongong Students				
Expiry Date of Policy (if applicable):	In place until reviewed				

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1 Purpose of Policy

- 1.1 Student Engagement's Code of Conduct sets out the Student Engagement division's expectations of any person involved with their programs.
- 1.2 As being part of the Student Engagement programs, all participants must be aware of their responsibilities outlined in this document and be aware of the significance of maintaining a safe and tolerant environment in which to partake or organise and operate activities and events.
- 1.3 Being part of the UOW community, our aim is to enhance opportunities to people within the programs and enhance the social, cultural, sporting, health and recreational experiences of the UOW community.

2 Definitions

Word/Term	Definition
Program	Any program including workshops, events and activities delivered through the Student Engagement Division
Club executive	A person elected in an executive role of a UOW club and/or society.
UniClubs member	A member of a UOW club or society
Participants	A member of a club within the UniClubs program (student or non-student) or a volunteer enrolled in the Pulse Volunteers program
UOW Community	All staff, students and visitors to Pulse and the University of Wollongong.

3 Application and Scope

- 3.1 This policy applies to the conduct of a person while that person is involved with a Student Engagement program. This includes volunteers, Club Executives, club members (student and non-students), and competitive sports club members (students and non-students), and any activity attendees. It applies whilst a person is involved with a Student Engagement program on and off a UOW campus as well as when representing UOW or their club through the program

4 Roles & Responsibilities

- 4.1 Student Engagement has the role of providing programs and an environment that allows students to develop and advance their skills and interests in extracurricular activities.
- 4.2 Student Engagement will endeavour to ensure all participants within the programs are treated with courtesy and respect and as a valued member of the program. Participants will be given equitable and fair treatment, free from any form of harassment or discrimination.
- 4.3 Participants have an obligation to observe a high level of respect when dealing with others within the UOW and wider community. They have an obligation not to diminish the program and University's reputation in carrying out activities on or off campus or attending functions in a club or program capacity.
- 4.4 Participants are to respect the diversity of the UOW community and UOW clubs have to respect the rights of other clubs on campus. Participants are not to impede on any rights of any UOW students, UOW staff, UOW Pulse Staff, UOW Community, Campus Community, or any person coming into contact with their club or program. They must

not discriminate, bully, intimidate or act with animosity toward any person listed in the above category.

- 4.5 Participants of the programs have a responsibility to be aware of the Student Engagement resources affecting them and their programs. Depending on the program you are involved with, and at what level, this would include:
- i. the Clubs and Societies Handbook;
 - ii. the Faculty Clubs Handbook;
 - iii. the Competitive Sports Club Handbook;
 - iv. the Volunteers Charter;
 - v. Drug & Alcohol Policy;
 - vi. Sexual Harassment Policy;
 - vii. Social Media Policy
- 4.6 Club Executives and volunteers have a responsibility to attend the relevant training workshops offered by the Student Engagement Division as well as complete the training modules on offer.
- 4.7 Sports Clubs that use the UniActive facilities are accountable for maintaining their allocated environment on event days and equipment as per the *Competitive Sports Club Handbook*.
- 4.8 UOW Pulse in collaboration with the University of Wollongong is committed to creating a safe and respectful environment for all members of our community. We believe everyone has the right to feel safe and supported, free from discrimination, harassment and assault. We encourage all members of the community to speak out, report and seek support if they see behaviour that is threatening, offensive, or could be seen to be harassing or discriminatory in any way.

5 Contravention of the Policy

- 5.1 Where there is an alleged breach of this policy, all information must be treated confidentially by all parties involved. All parties will not be treated detrimentally because they have made an alleged complaint. It is unlawful to victimise a person for making a legitimate complaint of unlawful discrimination of sexual harassment.
- 5.2 Please refer to the following documents for the processes, consequences and avenues of appeal for any contravening of the Behavioural Code of Conduct:
- i. UniClubs – UniClubs Handbook
 - ii. Pulse Volunteer Charter
 - iii. Competitive Sports Club – Competitive Sports Club Handbook
 - iv. Drug & Alcohol Policy;
 - v. Sexual Harassment Policy;
 - vi. Social Media Policy

6 Legal and Policy Framework

- 6.1 The Student Engagement Code of Conduct operates within the context of:
- i. State and Commonwealth legislation
 - ii. UOW policies including the UOW Student Code of Conduct
 - iii. UniClubs Sexual Harassment Prevention policy
 - iv. UniClubs Bullying Prevention policy
 - v. UniClubs Drug and Alcohol policy
 - vi. UniClubs Social Media policy

7 Version Control Table and Change History

Version Control	Date Effective	Approved By	Amendment
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1	29/11/2018	Peter Doran, UniLife Manager	Policy Created
2	7/12/2020		Removal/amendment of "UniLife" and addition of policy names