



Student Engagement & Marketing

Student Programs Code of Conduct

Date approved:	29/11/2018	Date Policy will take effect:	Immediately	Date of Next Review:	July 2028
Approved by:	UOW Pulse Management Team				
Custodian title:	Head of Student Engagement & Marketing				
Author:	Head of Student Engagement & Marketing				
Responsible Unit:	Student Engagement & Marketing				
Supporting documents, procedures & forms of this policy:	UniClubs Sexual Harassment Prevention Policy UniClubs Bullying Prevention Policy UniClubs Drug & Alcohol Policy UOW Pulse Volunteer Charter UOW Pulse Child Safety Policy & Code of Conduct UOW Student Conduct Rules				
References & Legislation:	<i>Anti-Discrimination Act 1977</i> <i>Disability Discrimination Act 1992</i> <i>Racial Discrimination Act 1975</i>				
Audience:	External				
Expiry Date of Policy (if applicable):	In place until reviewed				

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1 Purpose

- 1.1. The purpose of this document is to set out Pulse's expectations of any person involved with Pulse programs and affiliated groups.
- 1.2. Participants in Pulse activities, programs and affiliated groups must be aware of their responsibilities outlined in this document and the significance of maintaining a safe and tolerant environment in which to partake or organise and operate activities and events.
- 1.3. Pulse aims to provide opportunities through programs and affiliated groups that enhance social, cultural sporting, health and recreational experiences of the UOW community. Participants are expected to uphold these same values when engaging in Pulse programs and affiliated groups

2 Scope & Application

- 2.1. This policy applies to all persons while involved with a Pulse program or affiliated group. This includes Volunteers, Club Executives, Club Members (student and non-student), Executives and Members of Affiliated Sporting Groups and Associations (student and non-student) and any activity attendees. It applies whilst a person is involved in a program or affiliated group whether on-campus or off-campus when representing UOW, UOW Pulse, a UniClub or an Affiliated Group.

3 Definitions

Word/Term	Definition
Affiliated Group	A group who hold a current Memorandum of Understanding (MOU) with UOW Pulse, formalising the terms of their affiliation.
Club Executive	A person elected in an Executive role of a Club or Society which holds a current affiliation with UOW Pulse.
Club Member	A person who holds a current membership with a Club or Society which holds a current affiliation with UOW Pulse.
Co-Curricular	Learning experiences students have outside of their academic coursework, which contribute to their personal and professional development.
Student Engagement	A division of UOW Pulse which is responsible for the delivery of programs and events that create an engaging campus community and enrich the UOW student experience.
Participant	A person who engages with a UOW Pulse program or Affiliated Group including Club Executives, Club Members, Pulse Volunteers, activity attendees and Executives and Members of Affiliated Groups.
Program	Any program delivered through the UOW Pulse Student Engagement Division including Clubs & Societies, Volunteering opportunities, workshops, events and activities.
UOW Community	All staff, students, community members and visitors to the University of Wollongong.
UOW Pulse Ltd	An independent, not-for-profit charitable organisation governed by a Professional Board including an elected Student Director. It was established in 2016 with the merging of UOW's Student Union (UniCentre) and the Sports Association (URAC). Also may be referred to as UOW Pulse or Pulse.
UOW	The University of Wollongong.

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 through co-curricular activities.
- 4.2. Student Engagement will ensure all participants within the programs are treated with courtesy, 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's reputation, nor the reputation of UOW Pulse or UOW

- 4.4. Participants are to respect the diversity of the UOW Community. Participants are not to impede on the rights of any UOW students, UOW staff, UOW Pulse staff, UOW community members or any person coming into contact with their club or affiliated group. Participants will not discriminate, bully, intimidate or act with animosity toward any person.
- 4.5. Participants have a responsibility to be aware of Pulse program resources and policies that are available to them which could include:
- i. UniClubs Handbook;
 - ii. Competitive Sports Club Handbook;
 - iii. Pulse Volunteer Charter;
 - iv. Drug & Alcohol Policy;
 - v. Sexual Harassment Policy;
 - vi. Social Media Policy;
 - vii. Child Safe Policy & Code of Conduct.
- 4.6. Club Executives and Pulse Volunteers have a responsibility to attend the relevant training workshops and training modules offered by Pulse.
- 4.7. Competitive Sport Clubs that use UniActive facilities are accountable for maintaining their allocated environment and equipment as per the Competitive Sport Club Handbook.
- 4.8. UOW Pulse in collaboration with UOW is committed to creating a safe and respectful environment for all members of the UOW community. We believe that everybody has the right to feel safe and supported, free from discrimination, harassment and assault. We encourage all members of the UOW 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 Code of Conduct

- 5.1. Where there is an alleged breach of this Code of Conduct, 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 or sexual harassment.
- 5.2. Depending on the severity of the breach, the issue may be investigated by the relevant UOW Pulse Manager, or it may be escalated immediately to UOW Pulse Senior Management.
- 5.3. If, after an investigation by UOW Pulse, breaches are found to have occurred, one or more of the following actions may be taken:
- 5.3.1. **First Warning** – a formal written notice outlining the breach, disciplinary outcomes and required corrective action.
 - 5.3.2. **Second Warning** – another official notice requiring a meeting with UOW Pulse to discuss the severity of the breach/es and discuss further actions.
 - 5.3.3. **Final Warning** – if the issue persists a final warning will be issued, or in more serious cases, this may be the first and final warning.
- 5.4. If warnings are issued in the last three weeks of the program timeframe, disciplinary actions may carry-over to the next timeframe (affiliation period, calendar year, playing season etc)
- 5.5. In the case of a breach being identified, possible Disciplinary Outcomes may include:
- 5.5.1. Affiliated groups may have their affiliation with UOW Pulse revoked;
 - 5.5.2. Individuals may have their program participation or membership revoked (students or non-students);
 - 5.5.3. Access to facilities, resources, funding or participation at events may be paused;
 - 5.5.4. Escalation of the breach to the UOW Integrity Unit if the UOW Student Code of Conduct has been breached;
 - 5.5.5. Escalation of the matter to the UOW Complaints Management Centre, UOW Security or legal authorities, if required.
- 5.6. The complainant is afforded the right to appeal any decision made, and can do so by addressing an email to the Head of Student Engagement & Marketing – UOW Pulse, via pulse-unilife@uow.edu.au

6 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	29/11/2018	Peter Doran, UniLife Manager	Document created
2	7/12/2020	Peter Doran, UniLife Manager	Removal of “UniLife” and additional of policy names
3	22/10/2025	April Alexander, Head of Student Engagement & Marketing	Document review – significant updates to policy names, department names and introduction of “Affiliated Groups”.
4	20/07/2026	April Alexander, Head of Student Engagement & Marketing	Updated the Contravention of Code of Conduct section to be more robust.