OU Club

Code of Conduct for Affiliated Clubs & Nations and Regions

Document control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
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<tr>
<td>1.0</td>
<td>2013-01-17</td>
<td>Kevin McLeod</td>
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<td>1.1</td>
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<td>Kevin McLeod</td>
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<td>Kevin McLeod</td>
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<td>Kevin McLeod</td>
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<td>1.4</td>
<td>2013-08-27</td>
<td>David Phillips</td>
<td>Added content for introduction and comment on other points in the document.</td>
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<td>Club Committee</td>
<td>Additions made and approved by Nigel Holt, HR Director.</td>
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The Code of Conduct Policy for Affiliated Clubs & Nations and Regions

Introduction
This policy can be used where problems arise with other members of staff, students, external members or interaction with the OU Club and / or other OU Departments.

This policy relates to The OU Club constitution, section 14 on Discipline.

The purpose of this policy is to assist in developing and encouraging a working environment and culture of good practices within the social events of the university, both on and off campus. This Code of Practice gives details of what constitutes these practices and how the OU Club will deal with complaints.

Everyone has a responsibility to respect the feeling and sensibilities of others attending social events and behave in a way that does not cause offence. In some instances individuals may be genuinely unaware that their behavior is causing offence, but it is the duty of each individual to be sensitive of the impact their conduct may have on colleagues.

Everyone should also be aware that they have a duty of care to the buildings and equipment they use and how misuse may lead to health and safety issues for others and cost of repairs that maybe incurred by the University.

All affiliated club members will be expected to adopt the following standards of conduct:

- Treat all fellow club members, opponents, officials and match officials with respect: Excessive foul language or abuse will not be tolerated. This also applies to other clubs and to all university staff you make contact with whilst carrying out Affiliated Club business.
- Ensure Club members maintain all club equipment in good condition for use by other members.
- Ensure that all OU buildings/rooms/fixtures & fittings are treated with respect.
- Ensure that other clubs activities are not disturbed by maintaining timely use of facilities, and showing respect by not entering rooms until the previous club/meeting has vacated.
- Display high standards of behavior when representing their Club/ OU Club/ OU.
- Uphold the reputation of your Club and the Open University.
- Be aware of and follow all policies and guidelines laid down by the Open University e.g. Bullying, harassment, discrimination, drugs and alcohol policy, parking, one-way system.
- Committee members should not abuse their position for personal gain.
- Treasurers should ensure that Club accounts are kept fully up to date and can be presented for inspection when requested.
- Members must be aware of and follow Health & Safety guidelines and policies.
- Members must carry out regular Risk Assessments and undertake Risk Assessment training as necessary.
- Members should not act unlawfully.
- Notify club members and club office of any session cancellations.

Failure to observe this code of conduct may result in disciplinary action as follows:
Disciplinary Procedure

**Stage 1**

- An informal conversation between a member of OU Club Committee and an Affiliated Club Committee or Region & Nation Social Committee will take place to discuss the issue and whether any action is or should be taken.
- OU Club Committee will expect the Affiliated Club or the Region & Nation to take the lead in dealing with issue.
- The Affiliated Club or Region & Nation will advise the OU Club Committee of the outcome.

**Stage 2**

- A formal meeting which the Club Chair will initiate with the Chair of the Affiliated Club or the Chair of the Region & Nation Social Club. The meeting will be to discuss and agree actions, which the Affiliated Club or Region & Nation Social Club must carry out to resolve the issue.
- The OU Club will work with the Affiliated Club or Region & Social Club to support and provide advice in bringing the issue to a satisfactory conclusion.

**Stage 3**

Any further action deemed appropriate by the OU Club Committee, in consultation with Estates and HR, will be taken against the Affiliated Club or Region & Nation Social Club for failing to resolve the issue. Actions may include, but are not restricted to:

- Withdrawal of further funding from OU Club
- Withdrawal of University facilities
- Disaffiliation of the offending Affiliated Club
- Suspension of the Social Club in the Region & Nations