

St Cuthbert's Society Junior Common Room (1168134)

Code of Behaviour

POL002

Approved/issue	October 2018	Locations	Website
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			Trustee Share Drive
Review Cycle	Annual		
Next review due	October 2019	Circulation details	Executive Committee Trustees
Review by	Trustee Legal Committee		

1. Introduction

- 1.1. St Cuthbert's Society JCR ("the JCR") is committed to providing a safe, inclusive environment in which its volunteers and employees are dedicated to promoting the charitable aims of the JCR.
- 1.2. All employees, volunteers, trustees and members acting in a JCR capacity are expected to adhere to this Code of Behaviour.
- 1.3. JCR Members may be subjected to the Discipline Policy if they are found to be acting in violation of this code.

2. Charitable Aims

- 2.1. The JCR is a registered charity that is committed to the following aims outlined in its constitution:
 - Promoting the interests and welfare of JCR members during the course of study and representing, supporting and advising students.
 - Being the recognised representative channel between students and St Cuthbert's Society and any other external bodies.
 - Providing social, sporting, cultural and recreational activities and forums for discussions and debate for the personal development of its students.

3. Roles and Responsibilities

- 3.1. Compliance with Law:

All employees and volunteers must at all times comply with all laws and regulations relevant to the charity.

 - 3.1.1. All members must act responsibly when dealing with JCR finances, facilities, partnerships and public image.
- 3.2. Compliance with Policy
 - 3.2.1. All those acting in a JCR capacity must abide by the JCR's policies and procedures.¹
- 3.3. Respect in the workplace
 - 3.3.1. All volunteers must respect their co-workers and commit to promoting an inclusive and supportive environment.
 - 3.3.2. All JCR positions must be filled fairly, advertising the positions to all eligible members and conducting their selection without bias or prejudice.
 - 3.3.3. All sports and societies must be inclusive, acting in accordance with the Inclusivity and Diversity Sporting Charter. [See appendix I].

¹ The complete set of JCR Policies and Procedures can be found on the JCR Website.

- 3.3.4. It is the responsibility of every member of the JCR to help the JCR to achieve an inclusive and supportive environment, and to promote good relations between groups by being tolerant and having respect for diversity.
- 3.3.5. Any kind of discriminatory or bullying behaviour will not be tolerated.
- 3.4. Protection of Facilities
 - 3.4.1. Volunteers shouldn't misuse the JCR equipment or use it frivolously.
 - 3.4.2. Volunteers should respect all kinds of incorporeal property.
 - 3.4.3. Volunteers should protect JCR facilities and other material property from damage and vandalism, whenever possible.
- 3.5. Professionalism
 - 3.5.1. Volunteers must commit to our charitable aims.
 - 3.5.2. They must show integrity and professionalism in the workplace.
- 3.6. Collaboration & Communication
 - 3.6.1. Volunteers should be friendly and collaborative.
 - 3.6.2. They should try not to disrupt the workplace or present obstacles to their colleagues' work.
- 3.7. Policies
 - 3.7.1. All Employees and Volunteers must adhere to the Policies and Procedures, directing any questions to their supervisors.

4. Promotion of these Standards

- 4.1. It is the responsibility of supervisors as outlined in the Volunteer Management Policy, to adhere to this Code and promote it at all times.
- 4.2. The JCR Welfare Team are responsible for running campaigns that promote and act in accordance with this Code of Behaviour.

5. Harassment, Discrimination & Bullying

- 5.1. The JCR follows the university's Respect at Study Policy for matters relating to harassment and discrimination.² To seek advice, support or for guidance on how to make a complaint, members should consult the policy which can be found on the JCR and University website.
- 5.2. The JCR is committed to building a community free from harassment, discrimination and bullying and which actively promotes equality of opportunity for all our members.
- 5.3. It is the responsibility of every member of our JCR community to help us achieve an inclusive and supportive environment, and to promote good relations between groups by being tolerant and having respect for diversity.
- 5.4. All JCR members have a personal responsibility to behave in a way that is not offensive to others and to acknowledge that views and opinions held by others may not always coincide with their own. Such differences of opinion are unlikely to constitute harassment.

² The university's Respect at Study policy may be found at https://www.dur.ac.uk/university.calendar/volumei/codes_of_practice/

- 5.5. Where possible, members should discourage harassment and bullying by making it clear that they find such behaviour unacceptable.
- 5.6. All members and employees must comply with the university's Respect at Study policy. All members and employees are responsible for ensuring that their behaviour could not reasonably be considered to constitute bullying or harassment of any individual or group.
- 5.7. Issues of harassment and/or bullying should be raised promptly and in a timely manner in order that any required action or investigation of such issues can be carried out at the earliest opportunity.
- 5.8. The JCR is not responsible for investigating allegations of harassment, bullying or discrimination against any Durham University student. As per the university Respect at Study Policy, the matter shall be investigated by the university and in the case the university decides disciplinary action is appropriate the JCR shall liaise with the university regarding any action the JCR should take.
- 5.9. The JCR Welfare team are a non-judgemental support team available to talk to any JCR members who feel they have been subject to this behaviour.

6. Confidentiality

- 6.1. All volunteers and employees must follow the Confidentiality and Data Protection Policy.

7. Violation

- 7.1. The JCR's Discipline Policy deals with breaches of the Code of Behaviour.
- 7.2. If anyone wishes to report a violation they may do so in accordance with the Complaints Policy³.

This Code of Behaviour has been approved by the JCR President and Trustee Board.

Signed Tim Chapman

Signed Amy Kuner

Dated June 29th 2019

Dated June 29th 2019

Chair, JCR Trust 2018-2019

JCR President 2018-19

³ Found on the JCR Website

Appendix I – Sports Charter

St. Cuthbert's Society Sports & Societies Equality Charter

As a member of a Cuth's society, I believe we should acknowledge there is equal value in all the members of our society, the members of St. Cuthbert Society Junior Common Room, the members of Durham University and the members of the wider Durham Community and all are deserving of respect.

On this basis I aim, as a member of a society to play, perform, practice, participate and party in such a way that I acknowledge respect and value in everyone. I also aim to support other members in this ideal so they can do the same. I understand that it is up to myself as an individual and as a member of a society to get the best from others and to do so I must be supportive and inclusive at every level of participation.

I wish to show commitment to this value and respect by pushing for our societies to be accessible and supportive of all, regardless of culture, creed, race, gender, sexuality, age or ability. I wish to show that we should be judged by our achievements, efforts and behaviour as members of the JCR, Durham University and the Durham Community.

Therefore, together we make a commitment to:

- Rid our Sports and Societies of disrespect in all forms and resist any culture that promotes disrespect. This includes but is not limited to all exclusion or unequal treatment of an individual based on disability, race, ethnicity, gender, sexuality, social and economic standing.
- Ensure our Clubs are run democratically where all have the opportunity to participate.
- Give a voice through inclusion and respect to the ideals of equal opportunity. I intend for Sports and Societies to be an area where we all can compete as equals, where those who consider themselves disenfranchised, excluded or a minority have the same opportunity as those who are not.
- Be judged by actions and achievements on field and off. I wish to show that all aspects of my Sports and Societies are accessible and respectful to all including any training, events, socials and competitions.
- To be a respectful member of a larger community. I recognise that respect and inclusion is not just limited to those members of my club but should be extended to a wider community as my actions may impact inclusion and value of others.

- To listen considerately to criticism where I or my team are not meeting these aims and to be responsive in action and thought to criticism.
- Be diligent in challenging others in not meeting our aims.
- Believe that everyone should be able to participate in and enjoy our clubs – whoever they are and whatever their background.

I – the undersigned – will work towards these commitments to the best of my ability and to be an example to those who do not meet the aims of inclusion, equality and respect in the participation of our societies.

Signed by:
 President of the Society
 Sports & Societies Chair

Name Sport/Society Signature

