



CLUBS CODE OF CONDUCT POLICY

1. Objective

1.1 The intention of this document is to:

- Provide students and staff at Massey University the standards of conduct required by Albany Students Association (ASA) Club Members
- provide a preventative measure for ASA Affiliated Clubs to avoid bringing ASA and Massey University into disrepute
- Define what is considered a breach of conduct and outlines some of the possible consequences
- Outline the principles and processes associated with the identification and prevention of bullying and harassment
- Provide ASA, Clubs and complainants the process and procedures, and resolutions for breaches of code of conduct

2. Application & Scope

2.1 This policy applies to all members of affiliated ASA Clubs

2.2 ASA club members are subjected to this policy when engaging in on and off campus club activities

2.3 Members of the community not associated with Massey University or ASA can use the complaints procedure as outlined in this policy, should they believe a club or club member has breached the policy while representing their club

3. Related Documentation

1.1 ASA Clubs Policy

4. Definitions

4.1 **bullying** means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) even though it may not be unlawful.

4.2 **harassment** means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or environment. It can include physical, degrading or

threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional.

5. Code of Conduct

- 5.1 respect the privacy of individuals and use confidential information only for the purposes for which it was intended
- 5.2 neither use, nor allow the use of, Massey University property, resources, or funds for other than authorised purposes
- 5.3 incur no liability on the part of the University without proper authorisation
- 5.4 not engage in unlawful actions when representing the club within New Zealand legislation
- 5.5 will not tolerate any type of bullying and harassment defined in section 4 of this policy and act to prevent such behaviour within the club and its individual members

6. Concerns & Complaints

- 6.1 if Massey University students, staff and the wider community, believe they have experienced a breach of this code of conduct they should write a formal letter detailing how they believe the ASA affiliated club or club member has breached the code
- 6.2 concerns and complaints should be primarily taken to ASA. In cases where the complainant believes there is a bias or conflict of interest, complaints can be taken directly to the Campus Registrar
- 6.3 once the complaint has been validated as a legitimate complaint by ASA (Including both the ASA President and ASA Clubs Representative) or the Campus Registrar it will continue to be investigated until resolved
- 6.4 all complaints against a club or club member will be recorded by ASA

7. Investigation & Resolution

- 7.1 the Club committee members from which the complaint relates to must investigate the complaint themselves with an intention to resolve it with the complainant. ASA executive members can be requested to assist with the resolution
- 7.2 while a valid complaint remains unresolved, the club in question will not be able to access the club grants scheme unless under exceptional circumstances
- 7.3 when the complainant believes an acceptable outcome has been reached, the complaint can be considered resolved
- 7.4 the Club committee must write a detailed report to ASA on how the complaint was investigated and resolved

8. Responsibilities & Compliance

- 8.1 ASA affiliated clubs are responsible for ensuring compliance with this policy. Massey University and ASA will not police clubs and will rely on the club members to promote positive behaviour within the club