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ASA Clubs' Code of Conduct Policy

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1. Purpose and Scope

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.
- Prevent ASA Affiliated Clubs bringing ASA and Massey University into disrepute.
- Define what is considered a breach of conduct and outline possible consequences.
- Provide ASA, Clubs, and complainants the process and procedures, and resolutions for breaches of this code of conduct.

This policy applies to:

- All members of affiliated ASA Clubs when engaging in both on and off campus club activities.
- 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.

2. Related documentation

- ASA Clubs Policy 2012
- ASA Harassment Policy 2020
- Massey University Clubs, Societies, and Cultural Groups Grants Policy and Procedures.

3. Definitions

- **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.
- **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.

4. Code of Conduct

Club members will:

- Actively embrace diversity, equity, and inclusion and not tolerate any type of bullying and harassment defined in section 3 of this policy and will act to prevent such behaviour within the club on behalf of its individual members.
- Respect the privacy of individuals and use confidential and personal information only for the purposes for which it was intended.
- Pay club membership fees or activity fees (where applicable) to the Albany Students' Association bank account to be held in trust for the club.
- As a member of the club hold the club committee accountable for the provision of relevant activities and financial stability, to ensure the ongoing viability of the club.
- Neither use, nor allow the use of, University property, resources, or funds for other than authorised purposes.
- Incur no liability on the part of the ASA or the University without proper authorisation.
- Ensure that if alcohol is consumed at any club events that a RAMS form has been approved by the University's Clubs' and Activities Coordinator and that all steps to minimise risk are followed.
- Not engage in unruly or unlawful actions when representing the club within New Zealand legislation.
- Comply with health and safety directions and legislation.
- Not act in any way that would bring the reputation of the club, the ASA, or Massey University into disrepute.

5. Concerns and Complaints

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 to the ASA General Manager and ASA President detailing how they believe the ASA affiliated club or club member has breached the code.

In cases where the complainant believes there is a bias or conflict of interest, complaints can be made to the University's Clubs' and Activities Coordinator.

Once the complaint has been validated as a legitimate complaint by the ASA or the University Clubs' and Activities Coordinator it will continue to be investigated until resolved.

ASA may refer any complaint on to the University Clubs' and Activities Coordinator.

All complaints against a club or club member will be recorded by the ASA.

6. Investigation and Resolution

Problems should be investigated at the earliest opportunity to avoid the problem escalating and so that a resolution can be reached in a timely manner, reducing the potential for harm for all concerned.

All complaints will be taken seriously, however if a complaint is found to be malicious in intent, this may result in action being taken against the complainant.

If a complaint arises, the Club committee from which the complaint relates will be requested to investigate the complaint themselves with an intention to resolve it with the complainant. However, should the complaint refer to a club committee member, they may not take part in the investigation, other than to answer questions raised.

ASA executive members can be requested to assist with the investigation and resolution process, e.g., may act as a mediator at a club general meeting.

If the complaint is resolved within the club, the club should write to the ASA General Manager and ASA President providing details of the investigation procedure and the agreed resolution.

If the complaint cannot be resolved by the club, the club should request that ASA take on the investigation.

While a valid complaint remains unresolved, the club in question will not be able to access the club grants scheme unless under exceptional circumstances.

When the complainant and club, or the ASA believes an acceptable outcome has been reached, the complaint can be considered resolved.

Whether allegations are admitted/substantiated or denied/found to be false, the resolution process could involve:

- An apology
- Training / upskilling
- Suspension of club member from club for specified period
- Cancellation of club member's membership of the club
- Temporary suspension the affiliation of the club to ASA
- Dis-affiliation of the club from ASA

7. Responsibilities and Compliance

ASA affiliated clubs are responsible for ensuring compliance with this policy.

ASA will not police clubs but will act on complaints brought to its attention.

It is the responsibility of the club committee and club members to promote positive behaviour and environments within the club.