

Code of Conduct and Standards

LUU Clubs and Society Code of Conduct for all members and participants

LUU Clubs and Society Code of Standards for all committee members



Code of Conduct

Overview

This Code of Conduct details the do's and don'ts for your club and society-organised activities, and the conduct of members when participating in them. These Codes ensure the safety and wellbeing of all LUU members are maintained by agreeing to uphold certain behaviours and values.

Breaches of the Codes may result in the member facing disciplinary action by the committee (as outlined in the Club and Society Constitution) or by the Activities Executive (as per Bye-law 8).

Your Group's values

The values that you and your society/club must uphold are:

Inclusive

We want our Club or Society to be a safe space for all our members where they can be accepted as their authentic selves. Our members will be respectful of one another and embrace the differences that make up our diverse and vibrant culture. Our members will be willing to learn and grow so that collectively we can continue to develop how we make our Club or Society better for everyone.

We will create an accepting and representative space in which our members feel safe and heard.

Fun

We want our Club or Society to be a place where our members love what they do and find joy in their work and our culture. Our members will help to create a positive culture in which we take a balanced approach to tackling challenges and opportunities. Our members will be friendly and welcoming to all.

We will support member passions and provide a safe environment for them to look after their wellbeing and have fun.

Empowering

We want all our members to develop within their Club or Society and support one another on their development journey. Development in our Group is not just about growing our skills, knowledge and behaviours, but it is about developing the Club or Society too. Our members will feel supported, valued and respected. They will have a voice and be part of building a platform for everyone to be heard. They will listen to one another and work together to build a positive culture.

We will support our members in shaping our Club or Society and the wider student groups community through development opportunities, representation, and the chance to influence change.

Committee responsibilities

Following the Code is the responsibility of everyone, including the committee and the membership as a whole. However, the committee is responsible for implementing this Code. They will be the ones making decisions for their members and the Group. In doing so, they will hold themselves and the membership to account.

The committee are accountable for:

1. A duty of care to all Society members and participants to ensure their health and safety, minimising hazards as much as is reasonably practicable, including the responsible consumption of alcohol.
2. Educating and informing members of the Code of Conduct, and the expectations when representing the Club or Society at various activities.
3. Fully investigating allegations and/or complaints through your constitution and reporting these to Student Activities.

Member responsibilities

All members are responsible for:

1. Reading, understanding and following the Code of Conduct.
2. Minimising hazards as much as possible, and to contribute towards a positive culture of health and safety. Any mitigations put in place by the Committee to reduce risk should be met positively and proactively by members.
3. Upholding the values, ethos and expectations of LUU and the Club/Society.
4. Reporting any concerns to the Committee or Student Activities team.

What is an organised activity?

The Code of Conduct is applicable to all club/society organised activities. Your activity or event is considered 'organised' if it matches any one of these criteria:

1. It is branded in any way as being affiliated with the Club or Society, LUU or the University of Leeds.
2. Publicised in any way by the Club or Society as a Club or Society activity/event/social (including online).
3. Funded in part or whole by LUU, the University of Leeds or through your LUU account.
4. Requires the use of equipment owned by the Club or Society or LUU.
5. Group transport is booked through LUU.
6. Clothing that identifies or affiliates you with your Club or Society or LUU or the University of Leeds.

Types of organised activity where there is a higher risk of unacceptable behaviours taking place often include activities that are off-campus. For example, this may be Otley Runs and pub crawls, international trips abroad, and match days. Therefore, all members should be mindful of the increased risks when organising and attending these activities.

Encouraged behaviours

We want you to enjoy your events and socials as a Club or Society, and we of course encourage you to have a good time. Here's a few ideas on how you can do this:

- Organise activities and events to promote socialisation within the Club or Society
- Aim to make events as inclusive as possible to all members and students; this includes hosting a range of events, thinking of innovative ideas and not relying primarily on alcohol-focused events
- Be mindful of access, inclusivity and equality when organising events
- If drinking alcohol, drink responsibly and encourage other members to do so
- Respect members of the public, public and private property and public spaces

We encourage you and your members to use acceptable language. This includes using language that is respectful, appropriate and inclusive; the type of language you would use in a professional setting or academic classroom.

- By respectful language we mean that you and your members engage with each other, are interested in what is being said and value everyone's contributions. By actively listening and then responding to each other, we create opportunities for understanding and harmony. It is important to use non-judgemental words and phrases.
- Appropriate language means you and your members are aware of the context of your environment and use language that is suitable to the situation.
- Inclusive language means you and other members create an environment in which any individual or group can participate and feel a sense of belonging, irrespective of their identity, background, or [protected characteristics](#).

Unacceptable behaviours

There are several behaviours we do not condone and which will result in disciplinary action:

- Organising and carrying out any initiation
- Discriminating against an individual or group [based on one or more of their protected characteristics](#)
- Urinating, defecating or vomiting in public or anywhere other than a toilet
- Public nudity
- Property damage and/or misuse
- Any form of sexual harassment
- Bringing the reputation of the University of Leeds, LUU or your Club or Society into disrepute

LUU has a zero tolerance policy towards sexual harassment. Sexual harassment is defined as:

- Any form of unwanted verbal behaviour. This includes sexual comments, unwanted questions & derogatory sexual remarks. These can be both explicit and implicit; communicated through tone of voice, using generic obscenities or euphemisms.
- Any form of unwanted non-verbal behaviour; an example of this type of improper non-verbal behaviour is wolf whistling.
- Any form of physical conduct of a sexual nature which creates an intimidating, hostile, or offensive environment. Examples of this include groping, pinching & lifting up a skirt.

Digital Communications and Social Media

We want you to use digital media to the best of your ability but need you to make sure you do so appropriately. This includes all social media apps (such as Facebook, Instagram, and TikTok), meeting platforms (like Teams), and chat platforms (including WhatsApp, Discord, and others).

All content on Society and Club channels falls under these guidelines.

It is worth remembering that TikTok, Facebook, and Instagram posts can be public or shared with all followers. All published posts are subject to the LUU Media Policy.

Please ensure that all content is appropriate and does not bring your Club or Society, LUU or the University of Leeds into disrepute.

Committees are responsible for reporting and investigating any incidents of abuse or bullying towards their members on social media.

Campus Room Booking and Use

Spaces on campus can only be booked by committee members using the approved systems. However, all members are responsible for their conduct in rooms and represent their society. This section provides specific information and outlines potential sanctions related to booking and using rooms on campus.

Booking Responsibilities

- Bookings must be made through the official system at least 48 hours in advance, with full and accurate event details.
- Societies must not book under another group's name or misrepresent activities.

- Bookings must be made by a committee member.
- Cancel unused bookings promptly via LUU Activities.
- For late changes: contact University Facilities at fss@leeds.ac.uk (for University spaces) or LUU Security (for LUU spaces after 5 PM or on weekends).

Room Conduct

- Use rooms only for the approved purposes specified in the booking details.
- Leave spaces clean, tidy, and in their original layout within the booked time.
- Report any damage or issues immediately to University Facilities at fss@leeds.ac.uk (for University spaces) or LUU Security (for LUU spaces after 5 PM or on weekends).
- Societies may be charged for damages or misconduct.
- Alcohol is not permitted. Food is only allowed with prior approval.
- Do not overrun your booking or use unbooked rooms.

Capacity and Safety

- Do not exceed room capacity or block fire exits.
- Follow all relevant risk assessments and health & safety guidance.
- Incidents or near misses must be reported using the appropriate forms to staff.

Respect and Conduct

- All members must act respectfully toward one another, staff, and other users of the space.
- Avoid disruptive noise and be considerate of neighbouring rooms.
- Follow instructions from staff at all times.
- Discriminatory, harassing, or threatening behaviour is not tolerated. Societies represent LUU and the University—conduct should reflect this.

Communicating with Staff

- General teaching spaces are managed by University staff (Facilities, Portering, Security); the Activities, Events, and LUU Security teams manage LUU spaces.

- Share all event requirements with the booking team, or LUU Security for after-hours or weekend events.
- Please notify the building staff if your group moves rooms or finishes more than 30 minutes early.

Breaches and Sanctions

The Activities Team investigates breaches and gives societies a chance to respond before applying sanctions.

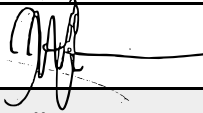
These are the sanctions that will be considered and applied in the event of breaches. Societies may appeal sanctions in writing within five working days. The Activities Executive will review appeals.

Level	Example Breaches	Possible Sanctions
1 (Minor)	Late cancellation, untidy room, minor disruption	Warning; 1–2 week booking restriction
2 (Moderate)	Repeated minor issues, unauthorised use, disrespect	Any of the previous sanctions and/or mandatory training; up to 4-week booking restriction; cancellation of pre-existing bookings; removal of block booking privileges.
3 (Serious)	Property damage, bullying, health & safety breaches	Any of the previous sanctions and/or term-long booking restriction; referral to LUU Disciplinary (Bye-Law 8)
4 (Severe)	Discrimination, violence, repeated serious breaches	Any of the previous sanctions and/or referral to LUU/University Disciplinary (Bye-Law 8)

Signatures

Please sign and date to confirm you agree and understand the Code of Conduct, and that you will share it with all your members.

Club/Society Name: Product Design Society	
President Name	Rose Perks
President Signature:	

Secretary Name:	Owen Morton-Shepherd
Secretary Signature:	
Treasurer Name:	Dillon Vieyra
Treasurer Signature:	

Code of Standards

In order to hold any office at LUU, either elected or appointed, you must agree to the code of standards below, recognising that you are held to this standard throughout your time as an Office Holder, and breaches of this standard may result in your removal.

Offices covers by this Code include (but are not limited to):

- Student Executive Officers
- Activities Executive
- School Representatives
- Liberation Coordinators
- Community Representatives
- Club & Society Committee Members

Code of Standards

The Code of Standards for LUU Office Holders is based on the Nolan Principles - a set of ethical standards expected of all public office holders - and by the LUU governing documents.

Integrity

Office Holders will act with integrity, ensuring their decisions and actions are consistent and accurate.

Objectivity

Office Holders will set aside their biases to ensure that they lead the society in an objective way. If an Office Holder feels they cannot be objective for any reason, they will declare this as a 'conflict of interest' and will step away from the conversation, decision, or activity in question.

Selflessness

Office Holders will not make decisions or take actions on the basis of self-interest, but will ensure that all LUU members are considered and their views taken into account, regardless of any liberation or other characteristics with which the Office Holder does not personally identify.

Accountability

Office Holders will be accountable for their actions, and for the actions and decisions of their whole decision making group (for example the whole Activities Executive, or a whole society committee), even where they may not have personally participated.

Openness

Office Holders will be open with LUU and with members. While some decisions may need to be made 'behind closed doors', Office Holders will not take actions without ensuring that the appropriate LUU staff are properly informed, and will not prevent members from accessing any information it is their right to access.

Honesty

Office Holders will act honestly, and will not engage in activity which is dishonest or deceptive. Office Holders will disclose to LUU any details which might make them unsuitable to hold office, which include, but are not limited to:

- Outstanding or unspent legal convictions
- Involvement in ongoing disputes or incidents involving the police
- Involvement in ongoing disputes with a department of LUU, or with the University
- Relationship to any company or organisation with which LUU or an affiliated group (for example a club or society) has regular contact, in particular if the company or organisation benefits financially from this contact

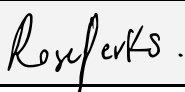
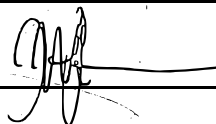
These situations do not necessarily prevent an individual from holding office, but failure to disclose these issues is considered a breach of the code of standards.

Leadership

Office Holders must fulfil their role as leaders for their given cohort, recognising this means assuming responsibility for the actions of the cohort as a whole. Office Holders, as leaders, are expected to lead members in positive behaviours and to manage any issues of conduct which arise within their given cohort, or between their cohort and other LUU groups.

Signatures

Please sign and date to confirm you agree and understand the Code of Standards. The Code of Standards is signed on behalf of all committee members and must be shared with them.

Club/Society Name: Product Design Society	
President Name	Rose Perks
President Signature:	
Secretary Name:	Owen Morton-Shepherd
Secretary Signature:	

Treasurer Name:

Dillon Vieyra

Treasurer Signature:

A handwritten signature in black ink, appearing to read "D. Vieyra", is written over the printed name "Dillon Vieyra". The signature is stylized with a large initial "D" and a long horizontal stroke.