1. Purpose

1.1. The Highlands and Islands Students Association (the SA) is dedicated to creating an inclusive, collaborative, and empowering environment. We believe in treating all individuals with dignity, fairness, and respect. To maintain this positive environment, we expect all our members to follow a set of conduct standards in all their interactions with the SA and involvement in our activities and events. It is essential that everyone understands and adheres to these standards.

2. Scope

2.1. The Members Code of Conduct applies to:

a) All members of the SA, including associate members;

b) People associated with a student group including, but not limited to, members, associate members, coaches/instructors, and administrators.

c) Elected members of SA committees, volunteers or those with a representative position within the SA.

d) All forms of communication – face to face, email, letter, mobile, etc., and when using online platforms (such as social media, messaging, e-mail, groups and forums) to interact with other SA members or as part of a society, group or event.

e) Specific areas of the SA may have their own Codes of Conduct and rules for good behaviour, which will be available to members on request.

2.2. The Code of Conduct applies to any action that:

a) is committed while attending an SA event;

b) when a member represents or acts on behalf of the SA at an event, during a trip, online, or in correspondence supported by the SA. This would include taking place in person or in writing, online or virtually, or by a physical act or gesture.

2.3 Academic Misconduct: it is important to note that instances of Academic Misconduct and Fitness to Practice proceedings fall outside the jurisdiction of the SA. In the event of any such breach or alleged breach, the member will be referred to UHI's relevant policies.

3. The Code

3.1. The SA is strongly committed to fostering an inclusive environment that values the safety and well-being of all its members and staff. We recognise our ethical and legal obligations to uphold principals of equality, diversity, and inclusion and prioritise promoting and supporting these fundamental principles. As such, we maintain a strict policy against any forms of harassment, bullying, abuse, discrimination, victimisation, exploitation, or violence that may arise during any of our activities, interactions or events. Our unwavering dedication to creating a safe and welcoming environment for all our members is of the utmost importance to us.

3.2. All members of the SA are expected to:

a) Take responsibility for their own actions and conduct;

b) Demonstrate mutual respect and understanding for all members of the University and wider communities;

c) Always act within the law, behave responsibly, and avoid endangering others or damaging the SA or the University's reputation.

d) Conduct themselves in a manner that does not offend others and refrain from using abusive language, either verbally, in writing, online or via social media;

e) Treat all university property respectfully and avoid interfering with others' enjoyment of events.;

f) Comply with the reasonable requests made by the SA and the University staff.

e) Act in accordance with the SA's policies and regulations and operate within the rules related to the activities they participate in;

g) Familiarise themselves with the values and behaviours of the organisation and act accordingly;

h) Be aware of how others may perceive their actions;

i) Ensure all members feel welcome to participate in discussions, activities, services or events;

j) Not engage in any form of behaviour that is harassing, discriminatory, threatening, intimidating or anti-social;

k) Ensure the SA is an open, welcoming, inclusive and supportive space where no discrimination is allowed;

l) Not to encourage others to violate this code and to speak out against such behaviour;

4. Gross Misconduct

4.1 Gross misconduct is misconduct of a serious nature that may require immediate formal disciplinary action;

4.2 The following examples of behaviour are considered misconduct and are likely to result in disciplinary action. The list is not exhaustive, and the SA retains the right to escalate additional items of serious misconduct as it sees fit;

a) disorderly, threatening, bullying or offensive behaviour or harassment, whether physically, verbally or online whilst on University premises or engaged in SA activity out with university premises, and when representing or could be perceived to be representing the SA;

b) physical violence or sexual violence towards others, or the threat of physical or sexual violence;

c) non-physical sexual and gender-based violence, including committing financial or emotional harm or any unwelcome behaviour of a sexual nature that is committed without consent or by intimidation, coercion, or manipulation;

e) any breach of the SA's Equal Opportunities Policy;

f) any action likely to cause injury or acting without due regard to the safety of others, including any behaviour which causes a health & safety concern or breaches a UHI health & safety policy, such as interference with fire safety equipment on University or third-party premises;

g) making defamatory or maliciously false statements about any member of the SA, University or wider community;

h) the use of anonymous online platforms to discriminate, bully, harass or victimise others;

i) the use, possession or supply of illegal drugs on SA premises or while representing or purporting to represent the SA;

j) damage to, defacement of, or misappropriation of SA property or the property of other members of the SA, whether caused intentionally or recklessly;

k) misuse or unauthorised use of SA premises and property, including computer misuse;

l) failure to comply with SA financial procedures;

m) acting to, or with intent to, commit theft, fraud, deceit, deception or dishonesty in relation to the SA, its staff and members or while representing or purporting to represent the SA;

n) persistent or repeated acts of misconduct over an extended period;

5. Results of Misconduct

5.1 Breaches of the Code of Conduct will be dealt with via HISA's Disciplinary Procedure found in **Schedule 5 (Disciplinary of Members)** on our website and available here: Schedule 5.