

The Union, Manchester Met Membership Code of Conduct

1. Introduction

This policy outlines the Union's approach to student misconduct. It aims to ensure a safe, inclusive, and respectful environment for all members. The Union adopts the University's Student Code of Conduct and disciplinary procedures, referring most complaints to the University's Student Case Management team for investigation and administration. However, there are times when the Union can manage reports of misconduct and avoid the need for escalation to the University, in which case the Union shall apply the Membership Code of Conduct.

2. Scope

This policy applies to potential misconduct directly related to Union activities and serves as a preliminary framework to assess misconduct related to engagement with the Union. It is applied to avoid unnecessary escalation and provide education in place of the University's Student Code of Conduct. It covers misconduct in the following contexts:

- Union-run events, society or club activities
- Breaches of Union policies (e.g. election regulations, health and safety, or failure to comply with reasonable staff requests)
- Behaviour by elected or appointed volunteers in their Union roles (including committee members and course reps)
- Conduct that raises concerns about the suitability of a volunteer, elected or appointed
- Misuse of Union resources, spaces, or branding

Sabbatical officers and trustees are subject to this policy but concerns may be dealt with under the trustee and staff conduct policies as appropriate

Misconduct may occur on or off campus, including online spaces, where it relates to Union activities. Both individual members and student groups (e.g. clubs and societies) may be subject to sanctions and support measures.

Factors that may influence whether the Membership Code of Conduct applies before consideration under the University's Student Code of Conduct include, but are not limited to:

- Seriousness of the potential misconduct and the appropriateness of sanctions available to the Union
- The reputational implications of the potential misconduct to both the Union and the University
- The investigatory complexity of the potential misconduct and the time and resource pressures
- The extent to which the misconduct relates to students' union specific policies or practices

3. Definition of Misconduct

The Union adopts the definitions and examples of misconduct as outlined in the University's [student code of conduct](#) Misconduct includes, but is not limited to:

- Harassment, bullying, or discrimination
- Physical or verbal abuse

- Sexual misconduct
- Theft, fraud, deceit, or dishonesty in relation to the Union
- Damage to property
- Breaches of Union or University policies (e.g. [Respect at Work and Study](#))
- Misuse of Union resources or facilities
- Behaviour that damages, or has the potential to damage, the reputation, standing, or public confidence in The Union or the University.

4. Reporting Misconduct

Reports may be submitted by students, Union or University staff, external organisations (e.g. companies or charities), or members of the public. Reports can relate to behaviour on or off campus, including online.

Reports may be submitted via the University's [Report + Support](#) platform or the Union's online [reporting form](#).

The Union CEO, or nominee from the Senior Leadership Team (SLT), will appoint a Union staff member as the Assessment Officer to review the case. The CEO/member of SLT retain oversight of the case for review at the end of the process.

5. Investigation and Disciplinary Process

5.1 Initial Review

The Assessment Officer and a member of Student Case Management will conduct an initial review to determine whether the matter should be considered under the Union's remit or should be immediately referred to the University's Student Case Management team. This review meeting will normally take place within 5 working days of receiving the complaint,

The reasons for the decision to implement the Membership Code or not will be recorded by both the Union and Student Case Management.

The Union may refer the process to the University to consider under the Student Code of Conduct at any point during the process, if the misconduct no longer appears to be manageable by the Union.

5.2 Timelines and Communication

A decision of the initial review regarding the handling of the complaint will be communicated to the complainant within 2 working days. Should the issue be considered under Membership Code, the Union may impose interim measures (e.g. suspension of membership or a limitation of membership rights) pending the outcome of the investigation. This does not limit the University's ability to apply its own interim measures to the student.

The Union will normally complete the investigation and resolution/referral back to Student Case Management within 20 working days of the initial assessment decision.

5.3 Informal Resolution

Following investigation and where appropriate, the Assessment Officer will seek to resolve the complaint informally through a mutually agreeable course of action. This may include mediation, voluntary actions, training, or an ongoing limitation of Union membership rights.

5.4 Formal Process

If the Assessment Officer does not believe voluntary or informal resolution is possible, appropriate or that there is not an apparent case to answer they will report their assessment and the reasons supporting it to the nominated SLT member. The SLT member will decide to:

- dismiss the case or
- continue to seek informal or voluntary resolution or
- refer to Student Case Management for escalation

The nominated SLT member will inform the student in writing within 2 working days of their decision. The Assessment Officer report and SLT members written decision will be retained in accordance with the Union's data storage policies.

5.5 Sanctions and mitigations

The sanctions and mitigations listed below, or alternative reasonable measures, may be undertaken voluntarily by individuals or student groups. Alternatively, Student Case Management may recommend their preferred sanction/mitigations to the Union during and as a result of their own process:

- Formal warning against repeated practice or conduct
- Compulsory training for individuals and committee members
- Limitation of rights (e.g. funding applications, room bookings, ability to organise off campus events, limits on specific activities or facility access)
- Suspension or removal from Union roles or activities
- Revocation of membership, following approval of board
- Ineligibility for Union leadership roles such as committee membership or sabbatical officer election

5.6 Appeal

The Student Code of Conduct allows for an appeal within the University and following a completion of procedures letter, (CoP) students may appeal to the Office of the Independent Adjudicator (OIAHE).