

Bye-Law 2

Code of Conduct – Disciplinarys, Complaints (about members) & Appeals

Owned by: President

Date passed by Board of Trustees: 19/01/2019

Date passed by Student Senate: 30/01/2019

Review Undertaken: 14/10/2021 & 6/6/22

Further review required: June 2025

1. Overview

- 1.1. The Union has a Code of Conduct to ensure that all members and those non-members who use its services understand the behaviours that are expected of them and what steps will be taken should these behaviours not be met. The Union is a membership organisation that seeks to resolve differences between members informally and encourages debate and discussion. There are however times when this cannot occur.
- 1.2. Disciplinary issues arise when problems of conduct are raised and the Union seeks to address them through the agreed procedures.
- 1.3. The Code applies to all Members of the Union including Student Members, the Trustees, Associate Members and those undertaking voluntary roles for the Union. For the purpose of this procedure, members are defined as in the Constitution and Bye-Laws.
- 1.4. For the avoidance of doubt, issues relating to employment, including for Student Staff and Sabbatical Officers are dealt with through an internal staff disciplinary process. The code concerns the disciplinary rules and procedures that operate within the Union. The Union believes that rules and procedures are necessary for promoting orderly relations as well as fairness and consistency in the treatment of individuals.
- 1.5. It is important that Members know what standards of conduct and performance are expected of them. As a result this policy shall be publicly available to members of the Union and shall be provided to members in relevant settings.

2. Scope

- 2.1. Disciplinary action may be taken in respect of any breach of discipline:
 - 2.1.1. On the Union premises; or
 - 2.1.2. While the member is using the Union facilities or at a Union event;
 - 2.1.3. While a member is representing or acting on behalf of the Union at any event of whatever kind and wherever held; or
 - 2.1.4. In relation to actions or incidents between two or more representatives of the Union in any or none of the settings above, or in relation to actions or incidents between the Union's representatives and other members, staff or stakeholder; or
 - 2.1.5. Any of the above where an interaction or incident is on social media.
- 2.2. Where a complaint is made about a group activity, including socials, demonstrations, and activity that can be classed as organised by the Union or any union group or in that group's name, a group of members may be subject to disciplinary action and penalties; such action against individuals might be applied in parallel to any process, defined by Activities Bye-law, for disciplinary action against a Union group as a whole.
- 2.3. This code does not preclude the Union's right to refer any matter to the relevant authorities, including but not limited to the University; Matters pertaining to sexual misconduct and harassment will normally be referred to the University of Winchester for investigation and will therefore normally sit outside of this Bye-law. This code does not preclude the Union from withholding access to activities or services where reasonably required by relevant authorities, including but not limited to the University.

3. Meaning

- 3.1. Recognising that members have a right to freedom of speech and to protest, in this code unacceptable behaviour is defined as (but is not limited to):
 - 3.1.1. threatening or harassing any other person, whether physically or verbally;
 - 3.1.2. assaulting any other person;
 - 3.1.3. damaging any property, whether deliberately or negligently;
 - 3.1.4. acting in contravention of relevant Union policies, such as the Union's Equalities Policy
 - 3.1.5. acting in contravention of licensing law (where applicable);
 - 3.1.6. acting without due regard for the safety of others;
 - 3.1.7. acting with dishonesty or with intent to defraud;
 - 3.1.8. imparting to the press, television or radio, or any agency thereof, any confidential material about the Union or any of its members or Officers, unless prior permission has been granted by the Trustee Board;
 - 3.1.9. incurring unauthorised expenditure on behalf of the Union and/or misappropriation of Union funds or property;
 - 3.1.10. organising initiation ceremonies*, and/or coercing others to drink alcohol to excess.
 - 3.1.11. the use, misuse or distribution of illegal substances
- 3.2. Elected Representatives and Trustees will be held to a higher expected level of behaviour than other members.

4. Panel and Supervising Trustee

- 4.1. The Trustee Board shall annually appoint a non-officer trustee to supervise the formal complaints procedure set out below. They shall annually report to the Trustee Board on the operation of this code.
- 4.2. It shall approve the arrangements for the forming of Disciplinary Panels by the Supervising Trustee which will always consist of:
 - 4.2.1. at least two ordinary members, one of which to be an officer of the Union
 - 4.2.2. someone who is not an ordinary member of the Union;
 - 4.2.3. and a Union staff member acting in an advisory capacity
- 4.3. Measures will be put into place to ensure a diverse membership of panels.

5. Licensed Premises

- 5.1. In the event of a complaint, incident or concern being raised within Student Union Venues or licensed events, the following procedure will apply:
- 5.2. Authorised staff have the right to refuse admission and to exclude members on the basis of their intoxication, behaviour or compliance with house rules or licensing law.
- 5.3. Authorised staff shall have the authority to exclude member from the venue or to take any other reasonable action to prevent breaches of the code. This action, shall at the earliest opportunity and wherever practical,

- be reported to a nominated Duty Manager who shall endorse, amend or withdraw the restrictions pending a meeting with the accused.
- 5.4. Members who have been asked to leave, or removed from the building, will wherever practical be informed of why they have been excluded. They may then contact a Duty Manager at a specified time on the following working day. If the member fails to do this, the failure will be taken into consideration when the Duty Manager makes their decision.
 - 5.5. When the member contacts the Duty Manager they will be asked to provide a statement of their version of events and those of any witnesses they may choose. The Duty Manager will keep a record of this meeting for future consideration.
 - 5.6. If the Duty Manager decided that the offence is of a minor to moderate nature, then they may impose a temporary licensed premises ban of up to twelve weeks, in consultation with a licensee. A broad definition of 'minor to moderate' will be set by house rules.
 - 5.7. Any member wishing to contest the decision of the Duty Manager may have their case referred into the procedure below.
 - 5.8. If the Duty Manager deems the offence to warrant more than a twelve-week ban, then they will refer the member into the formal procedure below.
 - 5.9. Where an incident involves a member of the Trustee Board or Executive Committee or any sub-committee of either of these groups, the Duty Manager will automatically refer the member into the formal procedure below.
 - 5.10. Any member not wishing to exercise the option of accepting a ban with its admission of guilt or wishing to contest the decision of the Student Union's Duty Manager as to the length of the ban may have their case referred into the procedure below.
 - 5.11. Where required by their membership of Winchester Pubwatch, the Union will withhold access to licensed premises to any member serving a Pubwatch exclusion.

6. Activity Groups.

- 6.1. In the event of a complaint, incident or concern being raised about an individual's behaviour at or in transit to an activity, fixture, training session, meeting or event; or in the event of a complaint, incident or concern being raised about the collective behaviour of individuals as members of an activity group; the following procedure will apply.
- 6.2. Where an alleged breach of the code occurs that is minor to moderate, authorised staff shall have the authority to investigate and the authority to issue sanctions of suspension from activity for up to twelve weeks.
- 6.3. Members will be informed of why they have been issued with a sanction and all allegations and sanctions will be recorded with the CEO.
- 6.4. Any member wishing to contest the decision may have their case referred into the procedure below.
- 6.5. If an offence is deemed to warrant more than a twelve-week ban, then they will refer the member into the formal procedure below.
- 6.6. Where an incident involves a member of the Trustee Board or Executive Committee or any sub-committee of either of these groups, the member will automatically be referred into the formal procedure below.

- 6.7. Any member not wishing to exercise the option of accepting a ban with its admission of guilt or wishing to contest the decision as to the length of the ban may have their case referred into the procedure below.

7. Complaints

- 7.1. Any member of the Union or an employee of the Union (including contractors) can raise a complaint under this Code about the conduct of another member by emailing su_complaints@winchester.ac.uk or making a [Report](#) via our website. Such complaints made will be received by the Supervising Trustee via the Union's CEO. The complaint should include the name and contact details of the complainant, the person to whom the complaint refers, the nature of the complaint and a preferred course of action to resolve the complaint.
- 7.2. Complaints against the Union sit outside of this Bye-law and are covered in Bye-law 6, Complaints procedures for members.
- 7.3. Initiating disciplinary action will not be dependent upon the making of a formal complaint; Trustees and senior managers will make arrangements to ensure that matters of concern are raised and can be investigated.
- 7.4. The Union and University of Winchester take all complaints regarding sexual misconduct and harassment extremely seriously. Complaints or reports of this nature must be made through the University's "[Report and Support](#)" (reportandsupport.winchester.ac.uk) to enable these to be investigated and resolved appropriately.
- 7.5. Members and elected officers should refer to the CEO who will advise on this code.
- 7.6. When:
- 7.6.1. A disciplinary matter arises, or
 - 7.6.2. A complaint is made, or
 - 7.6.3. A matter or concern is referred to this procedure
- 7.7. The Supervising Trustee shall first determine whether this policy is appropriate for the issue(s) being raised. In making the judgement the Supervising Trustee will be careful to ensure that matters of misconduct are handled through this procedure, but that matters of political performance in regard to an elected officers duties are rightly referred to the appropriate accountability procedures; The Supervising Trustee shall appoint a Union staff member "The Investigating Officer" to progress the complaint.
- 7.8. Should a complaint be raised against the Supervising Trustee, the Board Chair shall act as Supervising Trustee in resolving the matter.
- 7.9. The Supervising Trustee may at any time determine that the nature of a complaint or referred issue is such that the issues should be referred to the University's disciplinary procedures for investigation/resolution, or referred to the relevant authority as a criminal matter.
- 7.10. The University may determine that a complaint that it is in receipt of is such that that the issues should be referred to this code for investigation/resolution.
- 7.11. Subject to data protection and registration agreement procedures, the Union and University will respectively routinely share information about suspension and disciplinary action in pursuit of the effective and operation of premises and activities.

- 7.12. Any member involved in a case will be routinely advised of support available to them either through the Student Union or the University Student Support Service as appropriate.

8. Informal resolution

- 8.1. Where possible the Union will seek an informal resolution to end disputes. The Investigating Officer will usually have a conversation with the member who raised the complaint ("The complainant" and listening to their version of events. If the grounds for complaint seem reasonable, recommendations may be provided in writing on how to mediate a complaint and conduct a process aimed at resolution without a formal disciplinary process. If, during discussion, it appears that informal action will not satisfactorily address the complaint, the formal process may be used.

9. Formal Investigations

- 9.1. Where this procedure is used, the investigating officer, who will not be involved with the incident or the member(s) involved in the case, will investigate the matter;
- 9.2. The investigation shall establish the facts and gather evidence, including statements from any available witnesses. The investigation will seek to establish whether in the view of the investigator there is a case to answer. A decision to investigate does not indicate support for a complaint, merely that further enquiry is necessary.
- 9.3. Having carried out an investigation, the investigator will make a report to the Supervising Trustee. The Supervising Trustee will then decide whether to drop the matter, arrange an informal outcome, or to arrange for the matter to be dealt with under this code.
- 9.4. Should the decision be for the complaint not to be taken further the Complainant may raise a concern with the University under section 22.2 m (i) of the 1994 Education Act.
- 9.5. At the start of the investigation, the complainant and respondent will receive a letter of formal notification outlining the nature of the complaint being investigated and the name and contact details of the person dealing with the investigation.
- 9.6. Respondents are required to submit a written statement in response to the allegations. The deadline for doing so is seven working days after the date of formal notification of the investigation but may be extended if the investigator is not able to supply full details of the allegations at this stage. The statement should include all evidence that the respondent wishes to be taken in account.
- 9.7. The investigator may opt to conduct interviews with some or all of those involved in the case. Interviews may include robust exploration of the facts of the case. Anyone taking part will be informed of the right to bring a friend to support them (but not take part in) the interview. Statements summarised or transcribed from an interview will be sent to participants for approval.
- 9.8. Should the respondent not respond to communications or refuse to engage with the investigation process, they will be deemed to have nothing to add to the investigation.

- 9.9. The investigator will consider statements and any other documents received from the complainant and respondent as soon as practicable. The Union aims to confirm the outcome of its investigation to the complainant, the respondent, and other interested parties within 28 working days of the date of the formal notification of the investigation, subject to having been able to contact all relevant parties within this time. If it is not practicable to comply with these deadlines, for example due to relevant parties being on holiday, the deadline may be extended, normally up to a maximum of 14 further working days.
- 9.10. It should be recognised that being the subject of a complaint can be a difficult time for an individual, and so the Union will undertake the investigation with appropriate discretion, care and consideration. The Union will endeavour to ensure all steps in the process remain fair and in line with this procedure and equal opportunities policy.
- 9.11. No member involved in a matter covered by this code should not comment publicly on the incident. Failure to observe this requirement will result in disciplinary action being taken under this code. Accused members must not approach or otherwise contact complainants or other members submitting evidence in support of the complaint.

10. Informal Outcomes

- 10.1. Minor cases of misconduct and poor performance are best dealt with informally. It may be necessary to issue an informal warning, but the Supervising Trustee will ensure that these areas are discussed with the objective of helping the member to make appropriate improvements.
- 10.2. At this stage the member will be made fully aware of what steps need to be taken to address the conduct issue. They will also be told when this will be reviewed and over what period.
- 10.3. Members will be informed of what action will be taken if they fail to improve either their performance or conduct (see below). Informal warnings and/or counselling are not part of the formal disciplinary procedure and members should be made aware of this.

11. Stages of Disciplinary Action

- 11.1. The Supervising Trustee will decide whether a matter should be dealt with informally or formally under the disciplinary procedure.
- 11.2. Disciplinary panels and appeal panels will be made up of different people.
- 11.3. The purpose of the panel shall be to determine if the Code of Conduct has been breached and what action should be taken.
- 11.4. There are different types of action that can be taken that vary in their severity. The disciplinary panel will decide the severity of the misconduct and the appropriate action.
- 11.5. These are:
 - 11.5.1. Formal Verbal warning;
 - 11.5.2. Written warning;
 - 11.5.3. Termination or suspension of some or all membership, which in the case of employed elected officers could result in contract termination.

- 11.5.4. Other sanction as deemed appropriate to the panel, which might include:
 - 11.5.4.1. Actions aimed at remedying the behaviour such as training or development
 - 11.5.4.2. Order payment of incurred damages
 - 11.5.4.3. f) Refer the incident to the University or other relevant body
- 11.6. The Disciplinary Panel may apply different levels of sanctions to those holding higher level levels of responsibility within the Union.

12. Disciplinary Hearings

- 12.1. Before a decision is reached or any disciplinary action taken there will be a disciplinary hearing at which the member will have an opportunity to state their case and answer the allegations that have been made. The appointed investigator will present their findings at the disciplinary hearing.
- 12.2. The Panel will hear the case. The member will be notified of a disciplinary hearing in advance, with at least 5 days' notice, and will be provided copies of all the evidence. Hearings will be arranged as far as possible at a mutually convenient time and place and the member will have the right to be accompanied by a colleague or representative of their choice (who may support but not participate in the hearing).
- 12.3. During a disciplinary hearing, the case against the member will be presented in detail by the appointed investigator. If the member challenges the substance of the witness statements then witnesses may be called to the hearing.
- 12.4. Any new evidence introduced at this stage will be presented to all parties and arrangements made to enable cross examination.
- 12.5. Disciplinary action will be taken if, on the balance of probabilities the panel believe a breach of this code has taken place. The member will be informed of the decision as soon as possible and not later than 10 days after the hearing.
- 12.6. This will be in writing and will state:
 - 12.6.1. Details of the compliant/misconduct that has resulted in the disciplinary action;
 - 12.6.2. The level of disciplinary action agreed, including the length of time of any sanctions applied;
 - 12.6.3. Any recommendations or action required to prevent future disciplinary action;
 - 12.6.4. The consequence of failure to abide by the recommendations made and actions required;
 - 12.6.5. Details of the appeal mechanism;

13. Formal Verbal Warning

- 13.1. This will occur in cases of minor infringements and can be given by a member of the Panel. A note of the warning will be kept on file for six months but then disregarded for any future disciplinary purposes. The warning will be given in the presence of the panel and the member will be entitled to have a colleague or representative present when the warning is given.

14. Formal Written Warning

- 14.1. This will occur when the infringement is more serious or is a failure to improve behaviour during the currency of a previous warning and shall be given by the Panel. A copy of the written warning will be kept on file for twelve months but then disregarded for any future disciplinary purposes.

15. Suspension of benefits or other sanction

- 15.1. If a member's conduct still fails to improve the final stage may be:
 - 15.1.1. Partial disciplinary suspension of membership entitlements;
 - 15.1.2. Temporary disciplinary suspension of some or all membership entitlements;
- 15.2. Where a person, in a paid role, is suspended pending a hearing or whilst an investigation is carried out they will continue to be paid by the organisation.

16. Disciplinary termination of all membership entitlements

- 16.1. The decision to suspend or terminate entitlements (as listed above) is taken by the Panel. The member will be informed as soon as is reasonably practicable, of the following:
 - 16.1.1. the decision and the reasons for the termination or suspension of entitlements;
 - 16.1.2. the date on which the agreement between the Union and the member will terminate, information on the right of appeal including how to make the appeal and to whom.
- 16.2. The decision to suspend or terminate entitlements shall be confirmed in writing.
- 16.3. At any of the above stages the panel may resolve to:
 - 16.3.1. recommend that the member should undergo training;
 - 16.3.2. exclude the member from some or all future Union events or activities.

17. Summary Termination of Entitlements

- 17.1. In rare circumstances a member's entitlements may be summarily terminated if it is established that after investigation and hearing that there has been an act of gross misconduct, major breach of duty or conduct that brings the organisation into disrepute.
- 17.2. Acts that may constitute gross misconduct include, but are not limited to:
 - 17.2.1. Theft, fraud and deliberate falsification of records;
 - 17.2.2. Physical violence or threats;
 - 17.2.3. Deliberate damage to organisational or personal property;
 - 17.2.4. Serious incapability whilst representing the Union brought about through alcohol or illegal drugs;
 - 17.2.5. Misuse of the organisation's property or name;
 - 17.2.6. Bringing the organisation into serious disrepute;
 - 17.2.7. Serious infringement of health and safety rules;
 - 17.2.8. Serious bullying or harassment;
 - 17.2.9. Sexual misconduct;
 - 17.2.10. Serious infringement of equal opportunities, or other Union policy.
- 17.3. Because the ability to hold elected office in the Union is dependent upon membership status and one of the rights and privileges of membership,

termination of all entitlements would represent a termination of that holding of office. In the case of employed elected officers, this would therefore represent a termination of contract.

18. Suspension

- 18.1. The Supervising Trustee may, at their absolute discretion, suspend the person or persons against whom the complaint is being made from some or all Union activities including access to the Union's premises during the investigation and any disciplinary processes. A decision to suspend does not indicate guilt, merely that reasonable precautions are being taken to reduce risk to the Union and its members.
- 18.2. Such a suspension should only be imposed after careful consideration and should be reviewed regularly to ensure that it is not unnecessarily protracted. Excluding a member from participation in Union activities is not in itself a form of disciplinary action whilst the investigation is progressing. The member will be entitled to seek advice, for example legal advice, the cost of which will be met by the member.
- 18.3. Because the ability to hold elected office in the Union is dependent upon membership status and one of the rights and privileges of membership, suspension of entitlements would represent a suspension of that holding of office.

19. Appeals

- 19.1. A member will notify the Panel of their intention to appeal against a decision by a disciplinary panel within 10 working days of receipt of the confirmation letter. The appeal should be made in writing stating the grounds upon which the appeal is to be made.
- 19.2. An appeal hearing will normally be held within ten working days of receipt of the letter of appeal. An appeal will be heard by a panel (see below), who have previously had no involvement in the case. The panel shall be made of the following:
 - 19.2.1. A Student or Officer Trustee;
 - 19.2.2. Another Trustee;
 - 19.2.3. A member of Union or University staff.
- 19.3. A member will have the right to be accompanied by a colleague or a representative of their choice. The member will be notified of the results of the appeal in writing within five working days of the hearing.
- 19.4. Members should note that an appeal is designed to remedy any defects in the disciplinary process rather than repeat the investigation of the disciplinary process.
- 19.5. Therefore grounds for appeal are:
 - 19.5.1. Unfairness of judgement;
 - 19.5.2. The severity of the penalty;
 - 19.5.3. New evidence coming to light;
 - 19.5.4. Procedural irregularities;
 - 19.5.5. Extenuating circumstances;
 - 19.5.6. Bias of investigating officer;
 - 19.5.7. Unfairness of the interview;
- 19.6. Possible outcomes of an appeal :

- 19.6.1. The appeal is upheld and the disciplinary sanction reduced or removed;
- 19.6.2. The appeal is upheld and there is a request for a re-investigation or rehearing;
- 19.6.3. The appeal is denied and the original decision is upheld.
- 19.7. Should the complainant be unhappy with the decision of the Appeal Panel they may raise a concern with the University under section 22.2 m (i) of the 1994 Education Act.

20. Recording Disciplinary Procedures

- 20.1. Accurate records will be kept detailing:
 - 20.1.1. any breach of disciplinary rules or unsatisfactory performance;
 - 20.1.2. the Member's defence or mitigation;
 - 20.1.3. the action taken and the reasons for it;
 - 20.1.4. whether an appeal was lodged, its outcome and any subsequent developments;
- 20.2. These records are to be kept confidential and retained in line with the above disciplinary procedure and the General Data Protection Regulation 2016. Copies of any meeting records will normally be given to the individual concerned (in certain circumstances information shall be withheld, for example to protect a witness).

**Initiation Definition: An initiation ceremony is an event in which members (often new members) of a group are expected to perform a task or tasks as a means of gaining credibility, status or entry within that club. This may involve peer pressure (though not explicitly) exerted on students and may compromise a person's inherent dignity as a person by expecting, forcing or requiring an individual to drink alcohol, eat mixtures of various food stuffs, nudity and behaviour that may be deemed humiliating.*

Appendix A: House Rules, & Unacceptable behaviour

Paper – House Rules& Unacceptable behaviour

Owned by: CEO

Date passed: June 22

Body passed by: Senior Management Team

Review Required: June 25

The Trustees, Officers and the staff of Winchester Student Union aim to provide all members of the Union an environment which is safe and tolerant of all other members and guests of the Union, as such the union has established this guide to unacceptable behaviour. This should be considered in context with Bye-law 2, Code of Conduct – Disciplinarys, Complaints & Appeals.

Unacceptable Behaviour

Any of the below behaviours, which is not an exhaustive list, are considered a breach of our code of conduct and as such any individual(s) thought to be responsible for behaviour of this kind will be asked to leave our premises or cease participation in an activity, and may will face investigation and potential disciplinary action.

- threatening or harassing any other person, whether sexually, physically or verbally;
- assaulting any other person;
- damaging any property, whether deliberately or negligently;
- acting in contravention of relevant Union policies, such as the Union's Equal Opportunities Policy;
- acting in contravention of licensing (where applicable);
- acting without due regard for the safety of others;
- acting with dishonesty or with intent to defraud;
- imparting to the press or any agency thereof, any confidential material about the Union or any of its members or Officers, unless prior permission has been granted by the Trustee Board;
- incurring unauthorised expenditure on behalf of the Union and/or misappropriation of Union funds or property;
- organising initiation ceremonies*, and/or coercing others to drink alcohol to excess;
- the use, misuse or distribution of illegal substances

Venue specific

As operators of a licensed venue, the below additional point applies to the conduct of those attending our bars & events:

- If a member of Winchester Student Union signs in a 'guest', then that member is *responsible for the actions of that 'guest'* and will face any disciplinary action that may occur from the guest violating the above guidelines.
- The licensee(s) or delegates of the licensee(s), of the Union reserve the right to refuse admittance or eject any person at their discretion in pursuit of upholding the licensing objectives as defined by the Licencing Act 2006.
- The licensee(s), delegates of the licensee(s) or Union authorised individual, retain total discretion over the definition of what behaviour constitutes

breach of the licensing objectives. Any behaviour deemed unacceptable will result in being asked to leave our premises or cease participation in activity, and may face investigation and disciplinary action.

These guidelines are in place to protect members, guests and staff of Winchester Student Union and provide a safe and welcoming environment.

The following definitions, which are not exhaustive are used by our staff team to record instances of potentially unacceptable behaviour, and may be referenced by meeting of the Union disciplinary panel. *Incident types 1-2 are considered minor, and 3-4 moderate, for the purposes of the Union's Bye-law 2 – Code of Conduct;*

Symbol	Incident	Possible suspension from venue, service or activity
1	'Compliant Request' <ul style="list-style-type: none"> • Refusal of service • Asked to cease behaviour or activity. • Asked to leave vomit/intoxication • Refusal of entry/service (too intoxicated/no ID/not a member etc) • Search (nothing found) • Attempt to purchase restricted items for others 	None
2	'Non-Compliance to request' <ul style="list-style-type: none"> • Alcohol purchased/attempted/consumed after refusal • Repeat of behaviour asked to cease. • Attempted re-entry to venue or activity • Failure to attend a mandated meeting • Found with own alcohol within the venue or with alcohol at an activity (unless such has been permitted). 	Formal Warning to 2 Week ban
3	'Low Level Abuse/Public nuisance or offence/Further non-compliance' <ul style="list-style-type: none"> • Excessive noise • Public Urination • Re-ejection • Failure to attend a mandatory meeting or training session • Low level verbal abuse (no direct threat, or use of derogatory terms, such as homophobic or racially prejudice terms) • Inappropriate/unsafe behaviour 	2-8 Week ban
4	'Sustained non-compliance / abuse /Public nuisance' <ul style="list-style-type: none"> • Continuous attempts to re-enter • Exacerbated or sustained inappropriate/unsafe behaviour. • Verbal abuse • Continuation of noise after warning • Attempted theft/non payment • Failing to produce ID, if requested,for any previously listed offence 	8-12 weeks
5	High Level Verbal Assault/ Physical Abuse / Unlawful Behaviour <ul style="list-style-type: none"> • Verbal Assault (threat towards a person, or language considered hate speech, IE. Homophobic, racist or prejudice language.) • Physical threat towards another person • Smoking indoors 	12 week – 1 year ban

	<ul style="list-style-type: none"> • Criminal damage (not affecting structure or resulting in police action) • Theft/non-payment 	
6	<p>Breach of Zero tolerance policies / Serious unlawful act / incident involving charge from police.</p> <ul style="list-style-type: none"> • Found in possession of illegal substance/item • Physical assault • Sexual assault/harassment* • Serious misconduct resulting in significant harm to others or property • Organising initiations or initiation like behaviour 	<p>Up to an Indefinite ban/loss of membership</p> <p>*these matters will be referred to the University of Winchester</p>

Remember, the best way to avoid any disciplinary action is to respect others and your Student Union. If you have any queries regarding the above please email student.union@winchester.ac.uk