

Bye-Law 2

Member Disciplinary Procedure & Code of Conduct

Owned by: President

Date passed by Board of Trustees: 17/06/2025

Review Required: Not later than June 2028

1. Overview

- 1.1. Winchester Students' Union (the Union) is committed to creating a student-led, inclusive, safe, respectful and fun environment, where everyone is treated fairly and with consistency. We believe that our spaces, both online and physical, should be free from harassment, bullying and other form of anti-social behaviour. It is therefore important that all our Student Members understand the standards of conduct that are expected of them in maintaining that environment. The Union has a Code of Conduct to ensure that all members who use its services (Union activities, including Activity Groups, or events) understand the behaviours that are expected of them and what steps will be taken should these behaviours not be met.
- 1.2. 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. The Bye-law applies to all Members of the Union including Associate Members and those undertaking voluntary roles for the Union. For the purpose of this procedure, members are defined as in the Articles of Association and Bye-Laws.
- 2.2. 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.
- 2.3. This Bye-law only applies to member behaviour related to Union activities, events and services.
- 2.4. Disciplinary action may be taken in respect of any member breach of discipline:
 - 2.4.1. On Union premises; or
 - 2.4.2. While the member is using the Union facilities or at a Union event;
 - 2.4.3. While a member is representing or acting on behalf of the Union at any event of whatever kind and wherever held; or
 - 2.4.4. 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
 - 2.4.5. Any of the above where an interaction or incident is on social media.
- 2.5. 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.
- 2.6. This Bye-law does not preclude the Union's right to refer any matter to the relevant authorities, including but not limited to the University or Police;

- 2.7. Matters pertaining to harassment and sexual misconduct will be referred to the University of Winchester under their statutory duty and will therefore sit outside of this Bye-law.
- 2.8. This Bye-law 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.
- 2.9. To promote safeguarding, and in pursuit of legitimate and/ or vital interest, the Union may refer/share information with the university (and vice versa) pertaining to matter covered by this code. This is consistent with the terms of a data sharing agreement between both bodies.

3. Meaning

- 3.1. The meaning and definition of misconduct herein referenced is aligned to that of the University of Winchester's definition; 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. Bullying, harassment or discrimination against another person, including the use of discriminatory language;
 - 3.1.2. Physical, written or verbal abuse or intimidation against another person including communications via social media;
 - 3.1.3. Sexual harassment, violence or abuse
 - 3.1.4. Actions which bring or threaten to bring the Union's (or University's) reputation into disrepute;
 - 3.1.5. Damage to or theft of property from the Union or members of staff or students;
 - 3.1.6. Fraud or impersonation;
 - 3.1.7. Improper disruption of or interference with administrative, sporting, social or other legitimate activities of the Union (or University);
 - 3.1.8. Misuse of alcohol, drugs and legal highs;
 - 3.1.9. Vexatious, reckless or malicious allegations against other students, staff or members of the public;
 - 3.1.10. Any action likely to cause injury to any person or impairing the safety of the University's premises.
 - 3.1.11. Criminal or other activities committed on or off Union/University premises which is likely to be detrimental to the Union or University or any of its members.
 - 3.1.12. Unacceptable behaviour or actions as set out in other regulations, policies or procedures of the Union or University or University.
 - 3.1.13. Acting in contravention of licensing (where applicable);
 - 3.1.14. organising initiation ceremonies*, and/or coercing others to drink alcohol to excess;
- 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 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

In the event of a complaint, incident or concern being raised within Student Union Venues or licensed events, the following procedure will apply:

- 5.1. Authorised staff (including security contractors engaged on by the Union) have the right to refuse admission on the basis of their intoxication, behaviour or compliance with house rules or licensing law.
- 5.2. Authorised staff (including security contractors engaged on by the Union) have the authority to facilitate the removal of members 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.
- 5.3. Members who have been asked to leave, or removed from the building, will wherever practical be informed of why they have been ejected.
- 5.4. Certain behaviours that result in refusal of service or ejection from the licenced premises will trigger further action beyond the evening of the event. A 'Red Card' system is in place to inform the member that they have breached acceptable behaviour and must arrange a meeting with a manager in the daytime. By removing the discussion from the evening of the event, this allows the Union to more safely manage the event and for a more constructive conversation to be had when intoxication and emotion is less of a factor: An operating procedure is available as an appendix to this document
- 5.5. When the member meets with 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 may 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. Please see the table below for offences that can be handled directly by a manager without Senior Leadership involvement (Red Card Process)
- 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, for the full term of that 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 (about the Union).
- 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](http://reportandsupport.winchester.ac.uk)" (reportandsupport.winchester.ac.uk) to enable these to be investigated and resolved appropriately by the University.
- 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 an email 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(s).
- 11.5. These are detailed in the chart below:

Outcome	Description
No disciplinary action	This course of action would be followed if, based on the evidence and/or explanation, it is decided that the allegations are unfounded, or there are special factors or circumstances that mean disciplinary action is not appropriate.
Informal action	This means that a record is made of the discussion, and the remedial actions or changes required of the Member are noted and clearly explained. This may be used when the issue is not serious enough to justify a formal, written warning, but still needs addressing. This could include a 'verbal' warning, recommendation to attend training, mediation or a conversation setting out expectations.
Written apology	The Member will be required to write a formal apology to any other parties that have been affected by their misconduct. If a Member refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.

Compulsory training	The Member will be required to attend training to address the conduct or behaviours of concern. This may be sourced/delivered by the Union, or we may ask the Member to attend training delivered by the University or other partners. If a Member refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Formal written warning	For breaches where an informal approach is inappropriate or has failed, a formal written warning may be issued setting out the nature of the misconduct and the change in behaviour and/or remedial action required. A warning will remain 'active' for up to 12 months, and will not be taken into consideration for future disciplinary purposes after this time.
Activity Limiting Penalty	The Member will be restricted, either fully or partially, from certain activities for a specified period of time. This could include a limitation on room booking or space usage, for example.
A fine or restorative sum	The member will be required to pay a fine or sum, for example to cover repairs or cleaning.
Withdrawal of Union privileges	The Member will have some or all of their Union privileges withdrawn for a specified period of time (or indefinitely if the breach is particularly severe). This may also mean that the Member is suspended from holding any elected positions.
Removal from position	The Member is removed from their position on a committee. This may also include restrictions (either permanently or temporarily) on running for future committee positions.
Indefinite suspension of privileges	In the case of serious misconduct or repeated instances of misconduct, membership privileges may be withdrawn indefinitely.

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 complaint/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 (see chart above);
 - 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. Suspension

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.

14. Appeals

- 14.1. 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.
- 14.2. 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:
 - 14.2.1. A Student or Officer Trustee;
 - 14.2.2. Another Trustee;
 - 14.2.3. A member of Union or University staff.
- 14.3. 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.

- 14.4. 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.
- 14.5. Therefore grounds for appeal are:
 - 14.5.1. Unfairness of judgement;
 - 14.5.2. The severity of the penalty;
 - 14.5.3. New evidence coming to light;
 - 14.5.4. Procedural irregularities;
 - 14.5.5. Extenuating circumstances;
 - 14.5.6. Bias of investigating officer;
 - 14.5.7. Unfairness of the interview;
- 14.6. Possible outcomes of an appeal :
 - 14.6.1. The appeal is upheld and the disciplinary sanction reduced or removed;
 - 14.6.2. The appeal is upheld and there is a request for a re-investigation or rehearing;
 - 14.6.3. The appeal is denied and the original decision is upheld.
- 14.7. 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.

15. Recording Disciplinary Procedures

- 15.1. Accurate records will be kept detailing:
 - 15.1.1. any breach of disciplinary rules or unsatisfactory performance;
 - 15.1.2. the Member's defence or mitigation;
 - 15.1.3. the action taken and the reasons for it;
 - 15.1.4. whether an appeal was lodged, its outcome and any subsequent developments;
- 15.2. 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).

Appendix A: House Rules, & Unacceptable behaviour

Paper – House Rules & Misconduct

Owned by: CEO

Date passed:

Body passed by: Senior Management Team

Review Required:

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/Misconduct

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.

- Bullying, harassment or discrimination against another person, including the use of discriminatory language;
- Physical, written or verbal abuse or intimidation against another person including communications via social media;
- Sexual harassment, violence or abuse
- Actions which bring or threaten to bring the Union's (or University's) reputation into disrepute;
- Damage to or theft of property from the Union or members of staff or students;
- Fraud or impersonation;
- Improper disruption of or interference with administrative, sporting, social or other legitimate activities of the Union (or University);
- Misuse of alcohol, drugs and legal highs;
- Vexatious, reckless or malicious allegations against other students, staff or members of the public;
- Any action likely to cause injury to any person or impairing the safety of the University's premises.
- Criminal or other activities committed on or off Union/University premises which is likely to be detrimental to the Union or University or any of its members.
- Unacceptable behaviour or actions as set out in other regulations, policies or procedures of the Union or University or University.
- Acting in contravention of licensing (where applicable);
- organising initiation ceremonies*, and/or coercing others to drink alcohol to excess;

Venue specific

As a licenced premise, it is important for managers to be able to control the behaviour of our members in line with licencing law and apply the Union's code of conduct quickly to ensure the safety of those in our premises.

To this effect, we employ a red card system to process the behaviour of student member in our licenced premises. This acts in line with and does not contradict this bye-law. This allows management to act quickly and decisively to promote positive behaviour.

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.

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

Red Card system

Incident Type	Severity
Formal Warning to 2 Weeks	
Repeat of behaviour asked to cease.	
Attempted re-entry to venue or activity (sneaking in)	
Failure to attend a mandated meeting	
Re-ejection	
Found with own alcohol within the venue or with alcohol at an activity	

Continuous attempts to re-enter/persistent refusal	
Alcohol purchased/attempted/consumed after refusal	
Excessive noise	
Vaping indoors (repeat offender)	
Cubicle sharing (repeat offender)	
Behaviour with potential to cause harm	I,e, throwing plastic bottles
Overcharging for re-sold tickets	
Up to 4 weeks	
Using a false ID	
Physical threat/intimidation	That doesn't lead to violence
Harassment	Not related to protected characteristic or sexual
Drunk & disorderly	Such as public urination
Inappropriate/unsafe behaviour	
Confiscated Items	Non-threatening or drugs (i.e. Alcohol)
Smoking indoors	
Initiations (non-instigator)	Taking part/suspected to be taking part in pressured group behaviour with the aim to get someone drunk or humiliate.
Fighting	Non-instigator but at some fault
4-12 Weeks	
Vandalism	Minor
Attempted or actual theft/nonpayment	Minor (a drink, not paying for entry)
Fighting	Instigator or non-compliant (first offence)

Drug Possession	Personal Use
Harassment	Related to protected characteristic
Exacerbated or sustained inappropriate/unsafe behaviour.	
Beyond 12 weeks (See Bye-law 2: Code of Conduct) May require investigation, police or university involvement and must be reported to a senior manager	
Harassment	Sexual
Assault	Sexual
Weapons	Items designed to hurt; knives, knuckledusters, guns
Drugs	Dealer quantities
Assault/Fighting	Causing serious injury, broken bones, cuts / GBH
Criminal Damage	Not affecting structure or resulting in police action. Payment for damage may result in reduced ban.
Organising initiations	Instigating pressured group behaviour with the aim to get someone drunk or humiliate
Theft	Major (from another person, high value items)

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