



# Cambridge University Expeditions Society

## CODE OF CONDUCT

Last reviewed: October 2020

Next review: October 2021

### I. Opening Statement

The Cambridge University Expeditions Society (CUEx) is committed to ensuring the welfare and enjoyment of all its members and affiliates.

All current and future participants of CUEx (subscribers, members, leaders, alumni, supporters and volunteers) are therefore required to adhere to the standards of behaviour laid out below. Each standard of behaviour applies to all CUEx participants unless otherwise stated. These are divided into five sections: Subscriptions & Membership, Welfare, Accessibility, Publication & Social Media and COVID-19.

Reference to government legislation and guidance is up to date as of October 2020.

### II. Breaching the Code of Conduct

Every participant is solely responsible for their behaviour. If a breach of the Code of Conduct (CC) is identified, the executive committee may take disciplinary action (authorisation stated in the CUEx Constitution) such as the suspension or cancellation of a membership without refund. Any equipment loaned to the individual(s) must be returned within 7 days. They have the right to appeal this decision once but must remain suspended while the investigation is pending.

### III. Contents

1. Subscriptions & Membership
2. Welfare
3. Accessibility
4. Publication & Social Media
5. COVID-19

## **1. Subscription & Membership**

Here, 'subscription' is to be enlisted on the mailing list and 'membership'; the acquisition of member benefits after payment.

- a) The Committee shall ensure that subscription and membership is available to any resident member of the University of Cambridge, or any non-resident expedition-participant at the discretion of the Committee;
- b) All joining members must read the Club's CC and Privacy Statement;
- c) The Committee must make clear member benefits and conditions of membership (such as adhering to the CC) before payment;
- d) The Committee must exercise its authority to cancel/suspend memberships as penalty for breaching the CC to ensure its adherence.

## **2. Welfare**

The welfare of all CUEX participants are considered here on the basis of their social and psychological wellbeing at all times and their physical safety whilst on a CUEX-supported expedition. The physical safety of a participant with regards to contracting COVID-19 from an in-person CUEX event is addressed separately in Section 5.

- a) All CUEX participants are expected to behave with mutual respect and non-judgement;
- b) The Committee must ensure that CUEX social events are varied and non-exclusionary (for example, non-drinking events are strongly advised);
- c) The Committee (in particular, the Publicity Officer) must emphasise that participation at social events is completely optional whenever they are advertised;
- d) The Committee must appoint a Welfare Officer, who acts as a confidential point of contact to all welfare-related issues within CUEX. They must follow the guidelines set out in the CUEX Role Descriptions;
- e) The Cambridge Expeditions Committee (CEC) must advise expeditionary groups on their physical safety;
- f) The expeditionary group must submit a risk assessment for review by the CEC as part of their formal proposal;
- g) The Committee must make First Aid training available for the expeditionary group if advised by the CEC;
- h) The Committee will avoid endorsing or hosting events that may be considered offensive, exclusionary or discriminatory to any denomination of race, ethnicity, religion, disability, demographic background, sexual or gender identification and orientation;
- i) CUEX has a zero-tolerance policy for direct discrimination and / or harassment; the Committee's response to such incidences must be of highest priority. In extreme instances, the responsible party may be prosecutable by law under the Equality Act 2010;

- j) The Committee must acknowledge that Section 2 of the CC cannot be fully adhered to without ensuring the adherence of Section 3 of the CC.

### **3. Accessibility**

CUEX is committed to making its community and activities accessible to every individual by considering the individual's social security, cultural security, and the requirements of physical and mental disabilities.

- a) All CUEX participants are expected to be sensitive and supportive to the accessibility requirements of others;
- b) The Committee (in particular, the Publicity Officer) must ensure that all emails and published documents, where possible, meet government guidance on accessible documentation, as advised by the Student Union. A document's compatibility with text-reading software must be checked using an 'accessibility checker';
  - o [Government guidance on accessible documentation](#)
  - o [Accessibility checker online tool](#)
- c) The Committee (in particular, the Events Coordinator) must commit to promoting the diversity of CUEX representatives and associates (for example, guest speakers) across denominations of race, ethnicity, religion, disability, demographic background, sexual and gender identification and orientation;
- d) The Committee (in particular, the Events Coordinator) must consider organising societal activities that explicitly address how barriers to leading or participating in expeditions can be overcome;
- e) The Committee (in particular, the Events Coordinator) must ensure that all events venues are accessible by wheelchair and other mobility aids if they are made known.

### **4. Publication & Social Media**

CUEX is active across multiple social media platforms for event advertisement and self-promotional purposes. Post-expeditionary reports are also made public every year in accordance with the Club's Constitution. CUEX is committed to making legitimate and ethical decisions regarding online material which conform to the ethos of Sections 2 & 3 of the CC.

- a) The Committee must ensure that all online publications conform to Section 3b of the CC;
- b) The Committee must ensure that all forms of copyright infringement and plagiarism is avoided, in accordance with the Copyright, Designs and Patents Act 1988;
- c) The Committee must ensure that explicit consent is sought from all joining members of CUEX for the public sharing of club-promotional media (which may feature them) and post-expeditionary reports;
- d) The Committee (in particular, the Publicity Officer) must ensure that information and links on all active online platforms remain up to date;

- e) The Committee must review all online responses to published online material to identify any unintended breaches of Section 4 of the CC and act accordingly. The Committee may also consider taking this opportunity to improve the quality of their online content.

## 5. COVID-19

This section sets forth the behavioural and organisational standards of CUEX that aim to mitigate the transmission of COVID-19 at in-person events. It incorporates the requirements of the law, government guidelines and those of local governing bodies. The risk of COVID-19 transmission in the 2020-2021 academic year is significant, as are the health implications of contracting the virus, therefore in-person CUEX events must be avoided when possible.

- a) The Committee are responsible for ensuring that all attendees in advance of the CUEX event are made aware of Section 5 of the CC;
- b) The Committee must appoint a 'responsible person' for each event who must establish themselves as the CUEX point of contact for all attendees and will liaise with the relevant authorities / venue staff to:
  - a. In advance of the event, identify any additional venue-specific COVID-19 policy (such as one-way systems) and notify all event attendees of these;
  - b. In advance of the event, complete a COVID-19-related risk assessment if required by the venue, as advised by government guidance. Retain a copy for CUEX;
  - c. In advance of the event, establish whether face coverings should be mandatory or optional (for the non-exempt) and notify all attendees;
  - d. In advance of the event, liaise with the Welfare Officer and make every effort to ensure that the requirements of any 'clinically vulnerable' attendees are met, if they have made themselves and their requirements known to CUEX. Ensure to inform the 'clinically vulnerable' attendee if these arrangements cannot be made;
  - e. Before and after the event, ensure that the venue room is cleaned and arranged, observing any directions provided by the venue;
  - f. Before or during the event, collect the details of attendees for NHS Track and Trace purposes. Retain a copy for CUEX.
- c) All event attendees must:
  - a. Observe CUEX and venue policy regarding the mitigation of COVID-19 transmission;
  - b. Observe current government guidelines and legislation (in particular regarding social distancing, self-isolation and the NHS Track & Trace app);
    - i. [Government guidance: COVID-19](#)
  - c. Stay alert to changes in government guidelines or legislation;
  - d. Stay alert to personal notifications from the NHS Track & Trace app;
  - e. Aim to arrive and leave the venue on time;

- f. Use hand sanitiser or hand washing facilities according to their directions of use;
  - g. Respect the venue's non-explicit COVID-19-related precautions, such as their arrangement of furniture and systems of ventilation;
  - h. Take extra care to maintain distancing around the 'clinically vulnerable'\* and those who are unable to take personal precautions (for example, those who are clinically exempt from wearing face coverings), if these individuals are made known.
- d) Those who are 'clinically vulnerable'\* or unable to take personal precautions (for example, those who are clinically exempt from wearing face coverings) are encouraged to:
- a. In advance of the event, be attentive to notices that provide detail of the venue and logistics in order to carefully assess personal risk;
  - b. Follow the directions of use of hand sanitisation and hand washing facilities with extra care;
  - c. Make themselves known to the Club's Welfare Officer in advance or on arrival, so special arrangements to further reduce their risk of exposure to COVID-19 can be made if possible.

\* ['Clinically vulnerable' defined by NHS](#)