Code of Conduct for University College Visitors

1.   **PURPOSE**
     The objective of this Code of Conduct for University College Visitors (**Code**) is to:

     - set clear standards of behaviour which are expected of Visitors to the College premises or when attending any College-related function or activity at any other location; and
     - specify the consequences for any Visitor who does not comply with such standards of conduct.

2.   **SCOPE**
2.1 For purpose of this Code, "**Visitors**" shall include:
     - invitees of the College;
     - guests of students or staff;
     - members of University College Council;
     - parents, volunteers, alumni (and any guests of such persons);
     - contractors; and
     - conference attendees (and any guests of such persons),

     when on the College premises or when attending any College related function or activity at any other location.

2.2 This Code is a guide for any Visitor to the College or any College activity about expected standards of behaviour to support a safe and respectful environment.

2.3 This Code does not apply to:
     - College Staff (please refer to Staff Code of Conduct); or
     - Students (please refer to Student Code of Conduct, included in the Student Handbook).

3.   **POLICY STATEMENT**
3.1 University College is committed to creating an environment in which the safety and wellbeing of all students, staff and visitors is protected.

3.2 This Code confirms this commitment and outlines the expectations of all Visitors and is designed to promote a culture of fair, respectful and ethical behaviour

4.   **STANDARDS OF CONDUCT**
4.1 **Acceptable behaviours**
     It is expected that every Visitor will:
     - uphold the College's values as set out in the 'About' section on its website;
     - respect the authority of members of staff and observe College rules as required;
     - behave with courtesy, consideration and respect for others;
     - respect College property and the property of staff, contractors, volunteers and students; and
     - during times of pandemics and associated restrictions, observe the relevant College rules, policies and procedures and adhere to any applicable Public Health directives.

4.2 **Unacceptable behaviours**

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or any other persons in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- any form of physical or verbal violence, including fighting, assault or threats of violence;
- any form of cyber bullying or cyber abuse;
- any form of threatening language, gestures or conduct;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other person;
- actions which would bring the College into disrepute;
- theft, fraud or misuse of College resources;
- the use of inappropriate or profane words or gestures and images;
- visiting College, attending social events or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health; and
- smoking on the College premises.

5. **RESPONSIBILITY FOR GUESTS**

Any Visitor who invites a relative, friend, supporter, carer or other person to be present at any College related function or activity at any location will be responsible for that person and must ensure that they act at all times in a manner consistent with this Code.

6. **BREACHES OF THIS CODE**

The consequences to a Visitor of the College for breaching this Code of Conduct will be determined by the Head of College and may include one or more of the following:

- banning any Visitor from being on the College grounds;
- banning any Visitor from attending any activities associated with the College; and
- taking such other steps as the College may deem appropriate in the circumstances, having regard to the nature of the breach, which may include referring any breach to the Police and/or a regulatory body.

7. **IMPLEMENTATION AND REVIEW**

The College community, including Visitors, will be informed about this Code. It will be publicly available on the College website. Visitors invited to College events will be notified that by accepting an invitation, they agree to be bound by this Code.

8. **RELATED DOCUMENTS**
8.1 **Relevant UC Policies**

- Discrimination, Bullying and Victimisation Policy and Procedure
- Sexual Misconduct Policy and Procedure
- Under-18 Safe Environment Policy for External Groups
- Under-18 Safe Environment - Code of Conduct for Staff Volunteers & External Groups
- Staff Code of Conduct
- Student Code of Conduct (included in Student Handbook)
- Alcohol Policy
- Smoke-free Policy
- Covid-19 Vaccination Requirements Policy

9. **VISITOR FEEDBACK**

Any visitor queries, concerns, suggestions or other feedback should be directed to the Head of College at j.mcdonald@unicol.unimelb.edu.au.

10. **APPROVAL AND REVIEW DETAILS**

Approval and Policy Owner	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Governance Committee
Policy Owner	Head of College (in capacity as Company Secretary)
Next Review Date	February 2023

Version Control	Date Approved	Description of Change
V1	20 February 2020	Original
V2	18 February 2021	Provision made for observation of the relevant College rules and procedures and adherence to any applicable Public Health directives during times of pandemics and associated restrictions.
V3	17 February 2022	Addition of reference to Pandemic related policies and the College's Covid-19 Vaccination Requirements Policy.