

Code of Conduct for Course and Senior Course Representatives

General

- I will respect and uphold the vision, mission, and values Royal Holloway Students' Union (RHSU).
- I will fulfil the duties and responsibilities outlined in the RHSU Course/Senior Course Rep agreement.
- I will respect organisational and individual confidentiality, while never using confidentiality as a reason not to be disclose matters that should be transparent and open.
- I will be held accountable for my actions as a RHSU Course/Senior Course Rep and will submit myself to whatever scrutiny is appropriate.
- I will not make statements which purport to represent of the RHSU management.

Reputation management

- I understand that as an academic representative and student leader at RHSU, I represent RHSU as an organisation.
- I will not bring RHSU's name into dispute and will not say anything that may bring the organisation into disrepute.
- I maintain a clear distinction between my rep position and my personal life.
- I will not scrutinise or make public comments (including commenting on social media or other public platforms) about RHSU during my time as an academic rep unless authorised to do so.

Managing interests

- I will use RHSU's resources responsibly and appropriately to ensure any spending is authorised by the budget holder.
- I will not put myself in a position where my personal interests conflict with my duty to act in the interest of the organisation or the members that I represent.
- I will act in the best interest of RHSU considering what is best for the organisation and its present and future members.

Attendance and engagement

- I will attend termly 121 or drop in meetings with relevant SU staff if invited and if I am unable to attend, I will reschedule the meeting to take place in the same term.
- I will attend all RHSU and University meetings that I am required to. If I am unable to attend, I will send apologies in advance of the meeting and where appropriate, attend a rescheduled meeting. I will attend at least one Staff-Student Action Meeting (SSAM) per term and if I am unable to attend, I will send apologies ahead of the meeting. If I fail to do so, I understand that I should engage in conversation with the Students' Union or I could be removed from my academic representative position.
- I will ensure to regularly monitor emails regarding the academic rep role and opportunities on offer.

Relations with others

- I will work considerably, respectfully, and professionally with all those I encounter at RHSU and the University. I will respect diversity, different roles and boundaries and avoid giving offence.
- I will maintain regular engagement with the relevant RHSU Sabbatical Officer and members of the RHSU staff team.
- I will actively engage with RHSU and its members I represent in a professional and respectful manner.

Removal from Office

- I agree that my failure to adhere to this Code of Conduct could lead to discussions around removal of the academic representative title and responsibilities.
- I understand that I can voluntarily stand down from the role at any time by putting this in writing to the RHSU Student Voice Team.