

Licensed Venues & Events: Code of Conduct and disciplinary procedure

Policy statement

The Students' Union operates a range of benefits for its members, this policy concerns the disciplinary procedures that operate within the licensed premises, venues and its licensed events. This policy is intended to ensure consistency, transparency and fairness whilst protecting the reputation of the Students' Union and its licensed premises.

The policy applies to the areas and services operated by the Students' Union which are managed in terms of the licensing Act 2003. It is important that individuals to our venues are aware of the conduct and behaviour standards expected of them.

The procedures apply to every individual that engages with the services and facilities of the licensed venues within the Students' Union.

Venues & Events Code of Conduct.

QMSU Licensed venues recognises that anti-social conduct and behaviour has a direct impact on the wellbeing of individuals in our venues. Bye- Law 19 of the students union sets out the expected code of conduct for individuals whilst in the union and engaged in union activities. Outlining under the categories of Misconduct and Gross misconduct. The management of misconduct within licensed venues and licensed events are separated from the Bye laws and are defined in more detail below.

The following examples of misconduct are in addition to those stated in the Student's union bye law 19. These are not acceptable in any the licensed premises, events or venues held by the Students Union. Any individual who exemplifies and of the below actions will be asked to leave the premises:

Examples include (But not limited to):-

- Bringing unauthorised alcohol onto the premises
- Drunk & Disorderly behaviour
- Vandalism
- Aggressive behaviour
- Tampering with the fire safety equipment
- Trespassing or unauthorized entry
- Sexual activity
- Verbal abuse to staff
- Sexual harassment
- Possession and distribution of drugs.
- Possession of weapons.
- Assault
- False Emergency Evacuation

(The Students' Union reserves the right to investigate any other conduct related issues that may result in disciplinary action as per the venues & events disciplinary process).

Venues & Events Disciplinary Process.

The Students' Union venue team is responsible for the management of the venues & events disciplinary process. This document has been designed to ensure fair and transparent guidelines for individuals. In the event that an individual is involved in an ongoing criminal investigation or subject to an investigation with the police. The Students' Union will not consider this incident or take action. The individual will be automatically suspended from Union venues and events until the investigation is complete.

1. Occurrence of an incident/Offence

If an incident occurs in a licensed venue or QMSU Licensed event, the individual will be dealt with appropriately at the time of incident. An Incident report will be completed with any supporting evidence or documentation and be followed up within 3 working days.

Some incidents can be extremely minor incidents and can generally be resolved immediately. These will be recorded on an incident form with the agreed resolution and will not progress any further.

If an individual is involved in an incident that would reflect misconduct and result in a ban they will be immediately suspended from the venue pending review of the incident and subsequent decisions.

2. Review of Incident/Offence

All recorded incidents will then be reviewed with any supporting documentation or evidence. This will be reviewed by at least two members of the Venues & Events Management team. A decision will then be made as to the nature of the offence or incident and a subsequent sanction will then be imposed. This will then be communicated directly to the individuals involved. In the event of serious misconduct or incident this will also be reviewed as part of the Students Union wider Code of Conduct or Sexual harassment policy.

3. Appeal

Only current members have the right to appeal against the disciplinary action against them in writing to the Venues & Events Management team within 7 days of notification of the relevant decision. Members must include further evidence or documentation to support their appeal

A formal response will then be issued within 10 working days by a panel consisting of a Senior Manager and a Trustee. An Investigation or hearing may be called if required and will then follow procedures set out in point 12 of Bye Law 19 of the overall Student's Union code of conduct policy.

Once this formal response is issued to member, there is no further appeal beyond this point.

4. Example Disciplinary Actions

Offence / Misconduct	Ban length
Vomiting	£25 exclusion until fine paid
Smoking	£25 exclusion until fine paid
Bringing own alcohol in the venue	2 weeks
Drunk/Disorderly conduct	3 weeks
Vandalism	3 weeks + fine to repair damage
Aggressive behavior	3 weeks
Tampering with fire safety equipment	3 weeks
Trespassing or unauthorized entry	1 month
Refusal to leave licensed premises	1 month
Theft	1 Term + potential fine & cost of replacement
Inappropriate behavior in venue. e.g sexual activity	1 term
Discrimination of any kind	1 term
Assault	1 term
Verbal abuse to staff	1 term + apology
Harassment	1 year
Sexual harassment	As per policy – (Life)
Evacuation of an event due to tampering with safety equipment	Life
Possession of drugs	
Class A	Life
Class B	Life
Class C	Life
Dealing of drugs	
Class A	Life
Class B	Life
Class C	Life
Serious Misconduct	Ban length
Assault with a weapon	Life
Possession of an illegal/offensive weapon	Life
Intent to cause serious harm to a member of staff	Life
Breaking of exclusion	Doubling of the Ban
2 nd breaking of exclusion	Life
Repeat 2 nd Offence	Doubling of original ban
Repeat 3 rd Offence	1 year
Repeat 4 th Offence	Life

Please Note:

This table is only a guide and any action taken will differ on a case by case basis. We reserve the right to refuse admission to our venues for any reason. A ban means you are not allowed in any SU Venue these include, Drapers Bar & Kitchen, Griff Inn Bar & Kitchen, The Shield and Chislehurst sports ground bars. If you have any questions about bans you can contact su-events@qmul.ac.uk