

UCC Code of Conduct

Draft II

[KRY]

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Contents

1 Objectives

1. The following Code of Conduct outlines the guidelines of UCC behavioural standards that all UCC members are required to adhere to.
2. This code applies to all members of UCC and those interacting with UCC - regardless of position.
3. This code applies to all individuals in club-related interactions, including but not limited to:
 - 3.1. Interactions in the UCC clubroom;
 - 3.2. Interactions in UCC online spaces, such as the club Discord
 - 3.3. Interactions at UCC events - including collaborative ones; and
 - 3.4. Interactions on behalf of UCC.
4. UCC wishes to maintain a supportive and welcoming environment for people of all backgrounds, and striving for inclusivity within our social environment.
5. This Code provides the rules on which complaints, concerns, and issues can be identified and then resolved utilising the UCC Code of Conflict Resolution and Mediation, and the UCC Disciplinary Procedure.
6. This Code is non-exhaustive and does not account for every case, but it is a general guideline for which decisions can be made on which behaviours are considered acceptable within UCC.
7. This Code can be edited if a guideline is considered harmful to the specified objectives, or if a guideline that would be beneficial to achieving these objectives are not included.
8. This Code does not take precedence over or replace Guild policy, University Policy, or the UCC Constitution.

2 Code of Conduct

2.1 General

All UCC members, regardless of position, and those interacting with UCC and its property shall

1. Treat one another with respect and without harassment which includes the banning of:
 - 1.1. Discrimination or judgement based on one's race, gender identity or expression, sex, religion, culture, nationality, age, disability status, sexual orientation, or any other characteristic; and
 - 1.2. Inflammatory language, which can be defined as language that is intended to cause anger or to belittle, demean, or demoralise an individual's opinion or self.
2. Comply and act in alignment with UCC's other governing documents such as the UCC Constitution, the UCC Code of Conflict Resolution and Mediation, the UCC Disciplinary Procedure, and other guidelines (<https://www.ucc.asn.au/infobase/policies.ucc>)
3. Comply with any reasonable direction given by a Committee member or Door member.
4. Respect the physical property and spaces of UCC, which includes, but is not limited to:
 - 4.1. Handling all machines, equipment, and other property with care, and avoiding damage to said property; and
 - 4.2. Keeping the UCC clubroom clean, orderly, and in other considerate ways, allowing other members to continue utilising the clubroom in a safe and effective manner.
5. Respect the digital spaces of UCC, which includes, but is not limited to:
 - 5.1. Treating people with the same courtesy as would be expected in physical interactions (see 2.1.1);
 - 5.2. Following the rules set by the digital spaces that UCC uses - such as Discord's ToS; and
 - 5.3. Refraining from self-promotion or advertising of products or services in digital spaces without prior permission from UCC committee.
6. Respect people and property in UCC spaces and events - including collaborative events in the same manner, while also following other specified guidelines at said events.
7. Refraining from committing illegal activities in UCC spaces, events, or on UCC machines including, but not limited to:
 - 7.1. Downloading malware on UCC systems or networks
 - 7.2. Hacking into or compromising a network, account, or other machine;
 - 7.3. Piracy
 - 7.4. Sexual assault, physical assault and battery;
 - 7.5. Verbal sexual harassment; and
 - 7.6. Destruction of property.
8. Notify a Committee member or Door member when another member is in violation of this Code, if it is truthful and safe to do so.

9. Agree that if that they are in violation of this Code of Conduct, that they are subject to rulings determined by the other standing UCC guidelines, policies, and procedures that determine the appropriate handling of Code violations.

2.2 Committee Conduct

All UCC Committee members shall

1. Fulfil their specified duties to the club.
2. Behave honestly and with respect in connection with their role in the club.
3. Take caution to avoid any conflict of interest during situations that would be unfair, inflammatory, or against other specified guidelines of UCC, the University, or the Guild.
4. Avoid utilising privilege, power, or confidential information to:
 - 4.1. Create unfair scenarios;
 - 4.2. Escalate situations;
 - 4.3. Gain a benefit for themselves or others over other members; or
 - 4.4. Cause harm to other members, physical or otherwise.
5. Make reasonable effort to clearly communicate all responsibilities and tasks to the members to whom they apply.
6. Make reasonable effort to stay transparent and communicate all changes, rules, procedures, and non-confidential information to other members when necessary.
7. Work with one another in a civil manner as best as they can, in order to achieve the objectives specified in the UCC Constitution and this Code of Conduct.

2.3 Door Conduct

All UCC Door members shall

1. Fulfil the duties of their role to the club, with their responsibilities being:
 - 1.1. To act in good faith towards the club;
 - 1.2. To represent the club to current and prospective members;
 - 1.3. To open and oversee the use of the clubroom;
 - 1.4. To maintain a welcoming and helpful atmosphere;
 - 1.5. To ensure the safety and security of club members and property in the room; and
 - 1.6. To ensure the club and its members adhere to club, Guild, and University rules and standards, including this Code of Conduct.
2. Ensure that the room is overseen by at least one Door member to ensure that all individuals within the clubroom are adhering by this Code of Conduct.
3. Ensure money passed through dispense is properly handled by:
 - 3.1. Labelling money transfers appropriately, such as when adding money to a member's account.

- 3.2. Refunds are made when appropriate; and
- 3.3. Money is not wrongfully added or removed from a member's account.
- 4. Evict or ban members (dooring) when seen fit - namely, when they are in violation of this Code, and is to be done in accordance with the UCC Code of Conflict Resolution and Mediation, and the UCC Disciplinary Procedure.
- 5. Avoid utilising privilege, power, or confidential information to:
 - 5.1. Create unfair scenarios;
 - 5.2. Escalate situations;
 - 5.3. Gain a benefit for themselves or others over other members; or
 - 5.4. Cause harm to other members, physical or otherwise.

2.4 Wheel Conduct

All UCC Wheel members shall

- 1. Fulfil the duties of their role to the club, with their responsibilities being:
 - 1.1. To act in good faith towards the club;
 - 1.2. To maintain the functionality and security of club systems and services; and
 - 1.3. To ensure the club and its members comply with University network access policies.
- 2. Uphold the ethical ideals and obligations specified in the Wheel Group Ethical Guidelines, namely:
 - 2.1. Fair treatment,
 - 2.2. Privacy,
 - 2.3. Communication,
 - 2.4. System integrity,
 - 2.5. Cooperation,
 - 2.6. Honesty,
 - 2.7. Education,
 - 2.8. Social responsibility, and
 - 2.9. Environmental quality.
- 3. Lock and unlock accounts when requested by the Committee, an individual no longer has their membership, or when the Wheel member finds a member to have violated the Code or if it is in their responsibility to do so.
- 4. Avoid utilising privilege, power, or confidential information to:
 - 4.1. Create unfair scenarios;
 - 4.2. Escalate situations;
 - 4.3. Gain a benefit for themselves or others over other members; or
 - 4.4. Cause harm to other members, physical or otherwise.