



MINUTES OF THE PROCEEDINGS
of the fourth ordinary meeting of
the
Council
of the
Imperial College Union
in the 2010/11 Session

The meeting of the Council was held in the Union Dining Hall on the 13th December 2010 at 6.40pm.

Present:

Council Chair	Jenny Wilson
President	Alex Kendall
Deputy President (Clubs & Societies)	Heather Jones
Deputy President (Education)	Alex Dahinten
Deputy President (Finance & Services)	Ravi Pall
C&GCU President	Victor Du Mesnil Du Buisson
Deputy President (Welfare)	Charlotte Ivison
ICSMSU President	David Smith
RCSU President	Scott Heath
A&E Chair	Adam Khamis
ACC Chair	Monya Zard
Media Group Chair	Matt Allinson
OSC Chair	Ahmad Alsaadi
RCC Chair	Nathanial Bottrell
SCC Chair	Rhodri Oliver
CAG Chair	Nicolas Massie
RAG Chair	Naida Dzigal
ICU Equal Ops Officer	Stuart Haylock
CGCU Welfare Officer	Sahil Chugani
RCSU Welfare Officer	Mevani Jagodage
CGCU Academic Affairs Officer	Marcus Ulmefors
ICSMSU Education Rep 4, Biomed & Pharm	Suzie Rayner
RCSU Academic Affairs Officer	Catherine Wu
GSA Physical Sciences academic and welfare officer	Neki Patel
GSEPS Representative	Edefe Edivri
GSLSM Representative	Mary O'Sullivan
CGCU Ordinary Member	Alice Rowlands
CGCU Ordinary Member	Steve Long
CGCU Ordinary Member	Tom Hills
RCSU Ordinary Member	Alan Itakura
RCSU Ordinary Member	Karmen Chui
ICSMSU Ordinary Member	Aislinn O'Malley
ICSMSU Ordinary Member	Alexandra Burke-Smith
ICSMSU Ordinary Member	Hannah Tullett
Permanent observers	
Governance and Administration Co-ordinator (Clerk to Council)	Rebecca Coxhead

Observers: Felix Editor Kadhim Shubber, Afonso Campos

Apologies: GSA Chair Deena Blumenkrantz, RSMU President Ben Moorhouse, ICSMSU Education Rep 12 & GEP Ali Hosin, ICSMSU Education Rep 356 Annalan Navaratnam, GSA Non-faculty academic and welfare officer Llewellyn Thomas, , ICSMSU Welfare Officer Gayathri Rajasooriar, Engineering Postgraduate rep Shuoying Cao, GSA Life Sciences academic and welfare representative Joe McKenna , GSA engineering academic and welfare representative Shuoying Cao, Non Faculty Ordinary Member Mark Collins, RCSU Ordinary Member Lewis Palmer, Operations Manager Robin Pitt

Not present: GSA Medicine academic and welfare officer Iakovos Amygdalos, Silwood Park Chair Mark Ramsden, RCSU Ordinary Member Angad Rekhi

1. CHAIRS BUSINESS

NOTED:

- a) William Montague stood for the vacant position of GSEPS representative.
 - i. There was only 1 member of Council present who could vote for this position.
 - ii. William explained why he would be the best candidate for this position.
 - iii. RON was also an option for this election.
 - iv. A vote was taken and William was successfully elected to the position of GSEPS representative

RESOLVED:

- 1) To appoint William Montague as a GSEPS representative on Union Council.

2. MINUTES – 15th November 2010

RESOLVED:

- 1) To accept the minutes as true and correct.

3. MATTERS ARISING – none

The agenda was rearranged to consider agenda item 11 as the next item of business

11. UNION'S PAPER TO SENATE

RECEIVED: The paper was presented by the President and Dr Michael McGarvey

NOTED:

- a) The reason the paper has come to this meeting is to gain Council's endorsement for the paper when tabled at College Senate.
- b) Dr McGarvey gave the background to Council in regards to consultation, timelines and where the situation is currently at.
- c) Dr McGarvey stated that potentially the process of the restructure is flawed which may give leverage to an appeal to stop the restructure.
 - i. Statutory information which should have been supplied has not been forthcoming from College. The equality impact assessment has not been received.
- d) Looking at the reasoning behind the motivation for the restructure, a money saving exercise, the deficit incurred in the department has lessened over time.
 - i. In the opinion of Dr McGarvey, realistically money is not going to be generated in the new department.
- e) The paper is UG focused as Senate doesn't deal with research.
- f) The Faculty of Natural Sciences are claiming that there will be no loss of teaching time or breadth of teaching but a teaching plan nor review had not been drafted which in Council's opinion makes no sense for a restructure to take place before a teaching review.
- g) Dr McGarvey stated that it is scandalous to label academic 'poor researchers' without having evidence to back this up. Normally a performance analysis on academics would take place.
- h) In regards to the review that took place in the Faculty of Medicine last year, Dr McGarvey stated that it is hard to quantify the success of that objectively but ultimately there is less staff undertaking the same amount of work.
- i) It is known that Imperial College is a research based University and it is becoming apparent that UG teaching is not a priority.
 - i. It appears that UG lecturers are being treated as second class citizens.
- j) College have a surplus of over £40 million which is claimed to be fore becoming self sufficient in the unstable economic climate.
- k) Martin Knight has said that income streams from Masters are looking at being increased which contradicts the current review.

- l) Council moved to a vote to agree that the presented paper to Senate is representative of the view of Council and it was passed unanimously.

RESOLVED:

- 1) That Council endorse the paper presented to College Council in regards to the Life Science restructure.**

4. PRESIDENT REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) Council were encouraged to attend the protest to College Senate this coming Thursday.
- b) The President has been invited to be part of the fees review committee which is meeting shortly.
- c) The issue with Fisher Hall is being watched closely by the President.
- d) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

5. DEPUTY PRESIDENT (CLUBS & SOCIETIES) REPORT

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) 3 new clubs were created at the last meeting of the NCC; Medics Dance (more contemporary than classic based), Cheerleading and Hammersmith Social club.
- b) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

6. DEPUTY PRESIDENT (EDUCATION) REPORT

RECEIVED: The report was presented by the Deputy President (Education)

NOTED:

- a) SOLE has now finished with a very good response rate.
- b) The Strategic Education Committee have seen a draft of the Feedback Policy and the Deputy President (Education) is meeting with College tomorrow to work together on the document.
- c) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

7. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) The Ents Committee meet earlier this evening and have a full plan of events for the coming year.
 - i. The clubs still need to be consulted further to formalise the events.
- b) The format of the Summer Ball may be changing but this is still in the initial stages of planning.
 - i. No date has been set yet.

- ii. It was suggested that a local restaurant be booked out for the dinner instead of holding it on site.
- iii. Potentially a 'market food' area may be set up on Upper Dalby Court.
- iv. The Deputy President (Finance & Services) was mandated to construct a Summer Ball working group that must meet at least twice and consist of at least 4 students.

ACTION:

- 1. The Deputy President (Finance & Services) to construct a Summer Ball working group that must meet at least twice and consist of at least 4 students.**

- c) The minimum bar spend covers the Union costs for holding club, societies and projects nights in Metric.
 - i. The club, societies and project gets all fund raised from ticket sales.
- d) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

8. DEPUTY PRESIDENT (WELFARE) REPORT

RECEIVED: The report was presented by the Deputy President (Welfare)

NOTED:

- a) The New Projects Committee standing orders have been passed by Representation and Welfare Board at the last meeting.
- b) The Equal Opportunities Officer is acting as SHAG week coordinator and the position has been unable to be filled.
- c) The Deputy President (Welfare) stated that she has researched the requirement to sell and use only fair-trade cotton products to gain Fairtrade status and it is not compulsory to do so.
 - i. The DPW has received the cost and profit margins from the Shop Manager in regards to Fairtrade cotton products and the Shop Manager is planning to stock a few Fairtrade cotton hoodies in the most popular colours and designs.
 - ii. 130 Universities have Fairtrade status.
 - iii. It was questioned about the Union undertaking other ethical and sustainable projects such as supporting 'Rain forest alliance'. It was pointed that College follow ethical policies that the operationally follow.
- d) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

9. RAISING AND GIVING AND COMMUNITY ACTION GROUP POLICY

RECEIVED: The policy was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The policy is in line with the Clubs and Societies Policy but is project specific.
- b) Pre-existing clubs will not be forced to transfer to sit under RAG.
- c) Council moved to a vote and the result is as follows:

FOR	32
AGAINST	0
ABSTAIN	1
Passes	

RESOLVED:

- 1) To pass the policy. (see appendix i)**

10. EQUAL OPPORTUNITIES POLICY

RECEIVED: The policy was presented by the Deputy President (Welfare)

NOTED:

- a) The policy has been brought in line with legislation changes.
- b) Representation and Welfare Board will consider 'lawful discrimination' on a case by case basis.
- c) Council moved to a vote and the result is as follows:

FOR	32
AGAINST	0
ABSTAIN	1
Passes	

RESOLVED:

- 1) To pass the policy. (see appendix ii)

11. ANY OTHER BUSINESS

NOTED:

- a) The Felix Editor expressed his disappointment that members of Council did not respond to his email asking for comments on the Browne Review.

Meeting closed 8.15pm

Approved as a correct record at a meeting of Union Council

on _____ 2010/11

_____ Chair of the Meeting

Appendix i

Raising and Giving and Community Action Group Policy

A. General

Introduction

1. The Raising and Giving (RAG) and Community Action Group (CAG) Policy sets out the rights and responsibilities of the Union, RAG and CAG, their respective projects and other relevant Union activity and individual members. It also sets out the method of administration of RAG and CAG.
2. This policy binds the whole Union, but is aimed in particular at RAG, CAG and parts of the Union with responsibility for charitable fund raising and work in the community.

Statement of Intent

3. The Union is committed under its Constitution to
 - i. To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests.
 - ii. To provide or ensure a range of facilities which advance the interests of the students of Imperial College.
4. The Union furthers these aims by the provision of outreach projects and projects raising money for charitable causes.

Definitions

5. 'RAG' and 'CAG' refer to the committees 'Raising and Giving' and Community Action Group respectively
6. 'Project' refers to any project with a committee under RAG or CAG,

B. Duties of the Union and its Projects

Duties and Responsibilities

This section outlines the responsibilities of the projects implementing activity described in section 4 and those of the Union.

Duties of Imperial College Union

7. The Union shall fulfil its objects and statement of intent (sections 3 and 4).
8. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).
9. The Union shall provide funding for the activity described in section 4 in accordance with budgeting constraints.
10. The Union shall provide basic use of rooms within its premises at no charge, in accordance with space constraints.
11. The Union shall provide resources, including computing, printing, photocopying, phone and fax services, though a charge may be made for these.

12. The Union shall endeavour to provide a stall at Freshers' Fair for every Project. No charge shall be made to the Project for the stall. This stall should not be used to promote an external organisation but rather the cause for which the project exists to benefit.
13. The Union shall provide space in the Clubs, Societies & Projects Handbook at the start of each academic year for each Project to have an entry and contact details.

Duties of Projects

14. Projects are expected to comply with the Union Constitution and its regulations and policies. Their aims and objectives must not conflict with any Union rule. The aims and objectives whether or not of a new project and whether or not it predates a Union rule, is void to the extent of the conflict with that rule. In the event of a dispute, the President shall rule on which parts of the project Aims and Objectives are void.
15. Projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to the health and safety of their members and a responsibility not to discriminate among them or harass them.
16. Projects owe a duty to their members to ensure equal provision of facilities
17. The Union needs to comply with significant financial and health & safety requirements prescribed by law, College and other bodies or agencies. Projects will need to demonstrate to the Union that they are complying with these requirements.
18. In particular, projects are expected to comply with the Financial Regulations, Health & Safety and Equal Opportunities Policies, as well as this policy.
19. Projects represent the Union and the College when holding events or trips. As such they are expected to behave responsibly as ambassadors for the Union and the College and not bring the Union or the College into disrepute.
20. Project Chairs may be required to provide the Deputy President (Welfare), or their nominee, the following items of documentation:
 - i. Financial Responsibility
 - ii. Committee contact list
 - iii. Aims and Objectives
 - iv. Risk Assessment
 - v. Affiliation
 - vi. Inventory
21. Time limits for submission of documents shall be set by the Deputy President (Clubs & Societies), other documentation such as trip registration forms may be required for certain activities
22. Sanctions for incomplete documentation shall be as detailed in the appropriate section of CSB Policy

C. Chain of responsibility

23. The Union operates a chain of responsibility for all matters relating to projects.

This is as follows:

- i. The Union President,
 - ii. The appropriate Deputy President
 - iii. The RAG or CAG Chair (as appropriate), or Treasurer or other committee member as appropriate
 - iv. The Project Chair,
 - v. The Project members.
24. The appropriate Deputy President in section ii) is:
 - i) the Deputy President (Welfare) for matters concerning governance and advising on funding sources
 - ii) the Deputy President (Clubs & Societies) for matters concerning documentation, space, Health & Safety issues and all other issues not covered by the other Deputy Presidents
 - iii) the Deputy President (Finance & Services) for operational finance and budgeting

25. Individuals in section 21 are responsible to those above them in the list for the activities of the projects

D. **Constitutional matters**

Status

26. All projects whose primary objective is to raise money for charitable causes should be formed as a Project under RAG

27. All projects whose primary objective is outreach work should be formed as a Project under CAG

28. These Presidents Committees report to the Representation and Welfare Board which determines budgeting, advises on policy issues and deals with disputes between CAG and RAG.

29. RAG and CAG are to have their own constitutions, officers and meetings, and are responsible for providing for the co-ordination and development of student activity within their projects.

30. The central activities of RAG and CAG are treated as projects with respect to the duties, chain of responsibility, documentation and duties. They are also expected to run themselves democratically and properly.

Creation of new projects

31. A full member of the Union must sponsor the creation of a new project which should also have the names, departments, years and signatures of at least five prospective members

32. The New Projects Committee may authorise additional measures to ensure the new project has a firm foundation.

33. A new project must have aims and objectives that differ from all current projects under RAG or CAG and that are not covered by an existing Club or Society

34. RAG and CAG report to the Representation and Welfare Board, which determines budgeting, advises on policy issues and deals with inter RAG or CAG disputes. The Representation and Welfare Board reports in turn to the Executive Committee for administration matters and to the Union Council for policy matters. The Executive Committee and Union Council both report to the Trustee Board.

35. A New Projects Committee shall meet as required to determine whether prospective projects should be set up or not and shall allocate all projects to RAG or CAG as it sees fit. It shall be bound by New Projects Committee Policy.

36. The members of a Project's committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the project's activity, health & safety and finances..

37. Any Full Member of the Union (regardless of whether he or she is connected with the new club or society) may appeal the decision of the New Projects Committee to approve or disapprove the new club or society to the Representation and Welfare Board.

Transformations

38. The Representation and Welfare Board has the power to create, merge, split, transfer, make dormant and dissolve projects.

39. For a Project to merge, split or be dissolved shall require a:

- i) resolution of the Projects committee and consent of their relevant governing committee or,
- ii) a majority vote by the remaining projects in the appropriate President's Committee at the end of the academic year or,
- iii) a resolution of the Representation and Welfare Board or Executive Committee or,

- iv) in the case of splitting a project by a petition of ten full members of the project with their names, years, departments and signature and with the approval of RAG/CAG, the Representation and Welfare Board or the Executive Committee

- 40. A consensus on the reallocation of property and funds in the case of dissolution or splitting of a project should be reached. Dispute shall be ruled upon by the President on the advice of the relevant Deputy Presidents
 - i) Money held in the account for the purpose of charity must be given to the charity at the point of dissolution.
- 41. A project may be classed as dormant if it has not elected a minimum committee or has fewer than 5 members. Failure to progress towards a projects stated aims and objectives may also lead to dormancy.
- 42. Dormant projects have equal rights to funds and facilities as active ones, and may become active upon achieving the goals set for it at the time dormancy was imposed.
- 43. Once a Project has been dormant for a whole academic term it may be dissolved by CAG or RAG committees as appropriate, or the Deputy President (Welfare)

Suspension of Projects

- 44. A project may be suspended in the following manner:
 - i) A resolution of CAG/RAG, RWB or Executive Committee,
 - ii) By the Deputy President (Clubs and Societies) for incomplete documentation (see section 86) or for a severe breach of the Health and Safety policy,
 - iii) By the Union President.
- 45. The extent of the suspension for incomplete documentation (in 56.ii)) is set out under Part F of CSB Policy. The extent of the suspension in 56 i) and iii) will be determined by that authority and may include any or all of the restrictions for incomplete documentation.
- 46. A suspension should be reviewed regularly and issued for good reason. It may be appealed: for 56 i) in the order the committees are listed; for ii) to the President; for iii) to the Union Court.

Internal Management of Projects

- 47. Projects are managed by a committee. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the club or society's activity, health & safety and finances
- 48. Each project shall have a Chair and Treasurer who shall be a Full Member of the Union. Projects may have a Secretary who must also be a Full Member of the Union. Only Full Members of the Union are permitted to vote on or chair the committee. The committee shall be elected at the project's AGM. Other committee positions may be added as appropriate.
- 49. Membership rules for Projects and rules pertaining to Meetings, Elections, Removal of Officers and Removal of Members can be found in points 59-73 of CSB Policy where Clubs and Societies and derivatives should be substituted for projects

Appendix ii

EQUAL OPPORTUNITIES POLICY

Statement of intent

- 1. Imperial College Union as an employer, a service provider and a representative body for students is committed to a policy of equal opportunities for all. The Union wishes to develop and maintain an environment that encourages all to contribute fully to the life and work of the Union and which is supportive of the dignity and self-esteem of individuals.
- 2. Any election, selection, promotion and training of officers and staff will be based solely on merit, competence and skills. Unfair discrimination and harassment are not permitted in any area of Union activities.

3. All staff, job applicants, students and other people having dealings with the Union will receive equal treatment regardless of race, colour, sex, nationality, ethnic origin, marital status, disability, parental status, religious and political belief, socio-economic background, HIV status, trade union membership, sexual orientation, gender reassignment, pregnancy and maternity, age, degree status, degree subject and degree year (all subject to the law). Unequal treatment upon these grounds constitutes unfair discrimination.
4. It is the shared responsibility of all staff and students to help foster an environment free of unfair discrimination and harassment. However the burden falls upon the shoulders of the permanent staff and Union Officers to ensure that Imperial College Union is free from institutional bias, hatred, unfair discrimination and harassment.
5. The Union also recognises its role under law (particularly section 43 of the Education (No.2) Act 1986, the Human Rights Act 1998 and the Equality Act 2010) to secure freedom of speech, within the law, for its members, guests and visitors, and not to deny use of its premises on any ground connected with the beliefs or views of an individual or of any member of a body, or the policy or objectives of that body; to the extent permitted by law.
6. It is recognised that some clubs, societies and projects may provide activities or enter competitions which discriminate on certain grounds (such as separate men's and women's teams or age requirements). Such discrimination shall be considered fair, but only to the extent that it is permitted by law and is reasonable.
7. It is recognised that, in exceptional circumstances and as a consequence of the Union's duty of care for its members, there may be a requirement to prohibit individual involvement of students in some activities where the student's actions, through negligence, recklessness or lack of skill could cause danger to themselves or others.

Implementation

Policy

8. The Deputy President (Welfare) has overall responsibility to the President for the formulation and monitoring of this Policy.
9. Imperial College Union will ensure that all Union staff are made aware of the Policy - all permanent staff will be issued with a copy and it will be referred to in the student staff handbook and at training. All new staff members will be provided with a copy of this Policy in their employment packs. Students will be made aware of this policy on regular occasions - via the Student Handbook, posters and other awareness events. All clubs and societies will be provided with a copy of this Policy.
10. The Equal Opportunities Officer (whose remit is described in the Constitution), with assistance from the Welfare Officers (whose remit is described in Point 36 of the Representation Policy), will monitor discrimination on campus and promote equality among the student body via campaigns and liaison with affiliated clubs, societies and projects.
11. Imperial College Union will ensure that all published material is consistent with this Policy.
12. Any member or employee of the Union who fails to comply with this policy may be dealt with under the "Removal of officers", "Removal of members" and staff disciplinary procedures outlined in the Clubs and Societies Policy, under the Union Disciplinary and Complaints Regulation, Disciplinary or College policy
13. Any club, society or project which fails to comply with this Policy or which promotes aims and objectives in conflict with this Policy shall be suspended by the process outlined in the Clubs and Societies Policy and will cease to be granted the use of Union resources and facilities, including those under its control.
14. The Representation and Welfare Board should review this Policy every year, and this review reported to the Council. This Policy needs to be re-tabled at the Council in November 2011.

Subordinate Union rules

15. Any Union policy (except that of the Council), subordinate constitution or other Union rule which contravenes this policy may be struck down by the Union Court. The Union Court may draw to the Council's or Trustee Board's attention any of its policies or resolutions which breach or appear to breach this policy.

Employment practices

16. Day-to-day implementation of this Policy in respect of staff falls to the Operations Manager.
17. Imperial College Union can only enforce this Policy within the bounds of applicable law.
18. The Union will advertise all posts in accordance with College HR Policy. ..
19. All job advertisements will carry the statement " Imperial College Union is committed to a policy of equal opportunities in employment.
20. No application form for employment will require information that could be used to discriminate against applicants on the grounds stated in section 2, except in a detachable and voluntary form for the sole purposes of monitoring the composition of applicants by reference to age, sex and marital status.
21. The composition of applicants regarding age, sex and marital status will be monitored, as will the composition of the Union's staff.
22. A flexible hours working arrangement will be adopted for all posts, where such an arrangement does not impinge on the availability or quality of Union services.
23. Imperial College Union will consider job sharing for all appropriate posts.
24. Where possible the provision of childcare for the children of staff will be pursued in negotiations with College.
25. The Union commits to making all employees aware of the support they are entitled to, such as parental leave.
26. The attention of all members of selection panels will be drawn to the requirements of this Policy and no one shall be appointed to such a panel who does not accept it.

Harassment

Statement of intent

27. Imperial College Union is committed under its Constitution to advance the education of its members and to promote, without prejudice, their welfare at all times.
28. It is the responsibility of all staff and members to ensure that individuals do not suffer from any form of harassment and that they are supported in any way necessary.
29. However, a larger burden must fall on Union officers and senior managers with regard to ensuring the Union is free from bias and harassment and to ensure that those who may have suffered harassment are offered support and advice with taking the complaint forward.
30. Imperial College Union holds any case of harassment as serious. Action may follow under the Union Disciplinary Policy, or the case may be referred to College. The Union Disciplinary Policy provides a mechanism for a fair appraisal of the complaint, support for those suffering and punishment for those deemed to have harassed others. Such mechanisms will also be flexible enough to deal with cases where false allegations may have been made maliciously or mischievously. The Union Disciplinary Policy will be used against those found to have made such false allegations.

Defining harassment

31. **Racial harassment** - is committing or inciting any hostile or offensive act or expression by a person against another which is motivated by racial or ethnic difference. Such behaviour includes derogatory name calling, insults, and racist jokes, racist graffiti, verbal abuse and threats, physical attack, and ridicule of an individual because of cultural differences.
32. **Sexual harassment** - occurs in a variety of situations that share a common element i.e. the inappropriate introduction of sexual activity or comments into any situation. It often involves relationships of unequal power and may contain elements of coercion. Sexual harassment includes: unwanted sexual advances, sexually explicit remarks or innuendoes, intentional physical contact, the display of pornographic, sexually offensive or inappropriate material, verbal threats or abuse, and other actions which cause the person to feel threatened or humiliated. Members of either sex can experience sexual harassment.
33. **Other forms of harassment** - can include bullying or repeated reference to personal traits, appearance or on the grounds referred to in the Statement of Intent.. Actions designed to undermine an individual's professional competence or confidence are unacceptable. Such actions may include public or persistent

unwarranted criticism or exclusion from normal activities. The distinction between strong management / leadership and bullying is that, whilst the former is intended to promote desired work performance, the latter is intended to hurt or undermine the individual.

34. These are examples of well-observed forms of harassment, however they are not meant to be exhaustive. Differences in culture or attitude, and misrepresentation of certain social signals, can mean that what is perceived as harassment by one person may not seem so to another.
35. This Policy shall take behaviour that is intimidating to the recipient and would be regarded as harassment by any reasonable person as the defining feature of harassment.

Dealing with harassment

36. Some forms of harassment can be remedied by approaching the person, explaining the nature of the complaint and stating that such behaviour is unacceptable.
37. If such behaviour does not stop, then the complainant can advise the person that they will make a note of the details and dates of any relevant incidents (to include the way in which the behaviour may have affected his/her day-to-day activities) with a view to bringing a formal complaint if the behaviour does not stop.

Should the complainant wish to take things further (for example if the behaviour does not stop after advice from the complainant or the complainant does not wish to speak to the alleged harasser due to fear of approaching them) they should approach the Equal Opportunities Officer, or the Union Adviser for confidential advice. Faculty Union Officers and Central Union Welfare Officers should act as points of contact in this regard and should work with the Equal Opportunities Officer to resolve any cases.

38. If the first approach does not result in satisfactory progress the complainant is encouraged to approach either the Deputy President (Welfare) or the Union President.
39. In cases of alleged harassment as an employee of the Union it may be appropriate to first approach the Union Operations Manager for confidential help and advice.
40. Those approached are required to deal with all complaints of harassment with all possible speed. Investigations should be handled in a professional, independent fashion, remain objective and handled confidentially with respect to the rights of both the complainant and the alleged harasser. The officer approached is encouraged to seek consent from the complainant to liaise with the Deputy President (Welfare) for help and advice in proceeding with the complaint.
41. Any initial discussions with the alleged harasser will not take place without the permission of the complainant nor will the complainant's name be released without prior agreement from the complainant. Further investigation under the Union Disciplinary Policy or Disciplinary and Complaints Regulation will require that the complainant's name be made available to the alleged harasser.
42. If the complaint is considered serious and the majority of the alleged actions occurred in Union areas, then complainant should be passed onto the Union President and action will be taken under the Union Student Disciplinary Policy or Union Disciplinary and Complaints Regulation.
43. If the complaint is serious and the alleged harasser is a member of the College staff, the complainant would be encouraged to follow the appropriate action laid down in College's Equal Opportunities Statement with full support from Imperial College Union.
44. Incidents of physical assault in Union areas will be dealt with under the Union Disciplinary Policy. Serious incidents or those occurring elsewhere that have been brought to our attention by the complainant will be followed up with College and could potentially result in a College Discipline Hearing.
45. It should be stressed that should the complainant feel unable to approach the alleged harasser, any subsequent action / investigation should not normally be impeded by such a decision.
46. Imperial College Union will seek to be part of the College's network of support advisers - intended to provide trained confidential and informal support to members and staff who feel they are being harassed. Those participating in the scheme will include the Deputy President (Welfare) and the Union Adviser. .

Disability

Statement of intent

47. Imperial College Union is committed to protecting the rights of disabled people to work and use the Union as any other member of Imperial College Union's staff and membership. As part of this protection the Union may make "reasonable adjustments" if the employee arrangements or premises places disabled people at substantial disadvantage compared with those who are not disabled.
48. Imperial College Union recognises the definition of disability as laid down in the Equality Act 2010- a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. As such the Union will not discriminate in terms of employment, service provision or representation for any reasons relating to disability.
49. The Union should foster an environment free of any negative bias, discrimination or harassment with regards to disability within the bounds of this Policy.

ICU Representation and Welfare Board

50. The Representation and Welfare Board should regularly review this Policy in context with other Union Policies and events and aid the Deputy President (Welfare) in its review and the subsequent reporting to Council on an annual basis as laid down in section 12.

Lawful Discrimination

Statement of intent

51. Imperial College Union is committed to providing services to its members which are accessible, free from unfair discrimination and free from harassment.
52. Under limited circumstances it is necessary to limit access in order to provide services which are free from harassment.
53. Central Union Committees will consider individual cases of lawful discrimination on a case by case basis.

Services that are single sex are deemed acceptable when:

54. The service is provided for reasons of privacy or decency and is meant to avoid serious embarrassment which would be caused if members of the opposite sex were present,
55. Services are provided by student groups, voluntary groups or charities whose primary purpose is to provide services to one sex,
56. Services are offered by a religious organisation, to comply with the doctrines of that religion, within the bounds of UK law.