



# University of St Andrews Students' Association Student Services Council

## AGENDA

Tuesday 1 October 2013 - Committee Room - 7.00pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Adoption of the Minutes of the Previous Meeting**
- 4. Matters Arising from the Minutes of the Previous Meeting**
- 5. Open Forum**
- 6. Reports of Sabbatical Officers**
  - 6.1. Report of the Association President
  - 6.2. Report of the Association Director of Events & Services
  - 6.3. Report of the Association Director of Student Development & Activities
  - 6.4. Report of the Association Director of Representation
- 7. Reports of Officers**
  - 7.1. Report of the Association Community Relations Officer
  - 7.2. Report of the Association Environment & Ethics Officer
  - 7.3. Report of the Association LGBT Officer
  - 7.4. Report of the Association Postgraduate President
  - 7.5. Report of the Athletic Union President
  - 7.6. Report of the SSC Broadcasting Officer
  - 7.7. Report of the SSC Charities Officer
  - 7.8. Report of the SSC Charitable Development Convenor
  - 7.9. Report of the SSC Entertainments Convenor
  - 7.10. Report of the SSC Debates Officer
  - 7.11. Report of the SSC Film Production Officer
  - 7.12. Report of the SSC Member without Portfolio
  - 7.13. Report of the SSC Music Officer
  - 7.14. Report of the SSC Performing Arts Officer
  - 7.15. Report of the SSC Societies Officer
  - 7.16. Report of the SSC Member for Societies Elections
  - 7.17. Report of the SSC Member for Societies Grants
  - 7.18. Report of the SSC Volunteering Officer
  - 7.19. Any Other Competent Reports
- 8. Unfinished General Business**
- 9. New General Business**
  - 9.1. Election of Nominee to SSC Discipline Committee
  - 9.2. S. 5 - A Motion on Zero Tolerance on Harassment in the Student's Association

## **10. Any Other Competent Business**

## S. 5

### A MOTION ON ZERO TOLERANCE ON HARASSMENT IN THE STUDENT'S ASSOCIATION

#### THIS STUDENT SERVICES COUNCIL NOTES:

1. The Hidden Marks report, published in March 2010 by the NUS Women's Campaign, revealed that 68% of women students have experienced sexual harassment while a student at their current institution. Many women students reported experiencing persistent harassment in pubs and club nights of the type held at many unions, and reported that this kind of behaviour was seen as normal at such an event.
2. That the standardised definition of sexual harassment, used by those institutions with a 'Zero Tolerance Policy' is as follows:

The defining characteristics of sexual harassment are that it is unwanted, persistent and of a sexual nature. Examples of unacceptable behaviour include:

- Unwanted sexual comments (including comments about your body or private life)
- Unwelcome sexual invitations, innuendoes, and offensive gestures
- Wolf whistling, catcalling or offensive sexual noises
- Groping, pinching or smacking of your body, such as your bottom or breasts
- Having your skirt or top lifted without agreeing
- Someone exposing their sexual organs to you without consent.

3. The zero tolerance to sexual harassment campaign has been established with the aim of helping unions create an environment where all students can enjoy time in their union without persistent and unwanted attention of a sexual nature.
4. That a number of students' unions across the UK have already successfully implemented a zero tolerance policy in their Union.
5. That the policy covers offences which are already dealt with by the discipline committee, but that the new policy coherently explains the various type of harassment so students are more aware.

#### THIS STUDENT SERVICES COUNCIL BELIEVES:

1. That no student at this institution should be forced to just 'put up' with sexual harassment and that action must be taken to ensure all students are able to enjoy the union without experiencing sexual harassment.
2. That sexual harassment should not be tolerated by the union, and those who commit acts of sexual harassment should be stopped and disciplined for their actions.

#### THIS STUDENT SERVICES COUNCIL RESOLVES:

1. To adopt a 'zero tolerance to harassment' policy
2. To use the NUS definition of sexual harassment in the zero tolerance campaign to maintain consistency between institutions and allow for future assessment of the policy.

#### PROPOSED:

Chloe Hill  
Association President

#### SECONDED:

Daniel Palmer  
Association Director of Events & Services

## **ZERO TOLERANCE TO HARASSMENT POLICY: ST ANDREWS STUDENTS' ASSOCIATION**

The Students' Association shall enforce a strict zero tolerance policy towards sexual harassment and discrimination.

The policy shall protect all visitors and staff in the Students' Association venues.

### **Definition/Examples of behaviours that would be regarded as sexual harassment and/or discrimination**

- Unwanted sexual comments (included comments about your body or private life)
- Unwelcome sexual invitations, innuendos, and offensive gestures
- Wolf whistling, catcalling or offensive sexual noises
- Groping, pinching or smacking of your body, such as your bottom or breasts
- Having your skirt or top lifted without agreeing
- Someone exposing their sexual organs to you without consent
- Uninvited sexual conduct, eg forcible kissing.

### **Training**

1. All staff shall be trained and briefed on the policy at induction and shall receive refresher training as appropriate.
2. Security staff in particular shall receive appropriate training on how to handle incidents of sexual harassment.
3. Where possible, efforts will be made to ensure that all contracted security staff and other contractors working in the Students' Association are fully aware of the policy and its operations.

### **Promotion**

1. The Students' Association shall ensure that the policy is constantly and consistently advertised and promoted to its visitors through various promotional material in all visitor and staff areas.
2. The zero tolerance policy logo will be included in all students association event promotional material
3. The policy will have a page on the website containing the written version of the policy, the motion as passed by the Association Councils, and other useful information where appropriate and relevant.
4. A poster version of the policy, including the list of unacceptable behavior and procedure to report suspected breaches of the policy shall be displayed in the toilets and entrance to the students association venues
5. The logo and simple information will be displayed as a permanent fixture in reception and on all bars
6. Other promotional materials, such as badges and beer mats shall be used throughout the venues during busy nights.

### **Reporting an incident**

1. When a customer wants to report an incident they may do so through speaking to any member of security

2. When a staff member wishes to report an incident, they shall tell the duty manager (through a supervisor if needs be)
3. Whilst reports coming from those who believe to be victims shall be taken very seriously, reports from others observing an incident (e.g. staff or other visitors) shall also be seen as equally valid, depending on the context of the situation
4. All reports of behavior deemed unacceptable as stated in the definition must be logged in the incident logbook.
5. Students shall also have the opportunity to report incidents through email
6. Members will be given the option to make anonymous reports when they feel it necessary

### **Dealing with a report and enforcement**

1. Reported incidents will be investigated thoroughly and dealt with as a serious disciplinary matter under the appropriate procedure
2. The option of referral to the police or University will be considered where appropriate