**Zero Tolerance Policy – University of Worcester Students’ Union 2014-2015**

 *“We believe that every single member and staff member has the right to be in a happy, safe and protected environment where they can have the best experience”*

1. The Students’ Union, including all its events and services including the Campus Shop and The Pear Tree, shall enforce a strict zero tolerance policy to sexual harassment and discrimination.
2. The policy shall encompass zero tolerance to the following behaviour:
	1. Unwelcome sexual gestures or innuendos.
	2. Groping, pinching or smacking someone’s body i.e. bottom or breasts.
	3. Exposing your sexual organs to someone.
	4. Entering the opposite sexes toilet.
	5. Derogatory comments or gestures based on someone’s age, gender, race, sexual orientation or ability.
3. The policy shall protect all visitors and staff in the Students’ Union.

Training

1. The duty managers shall ensure that all staff are trained and briefed on the policy adequately.
2. One supervisor per year shall take on the role of ‘Zero Tolerance Champion’ to ensure that adequate training is being given and compliance upheld throughout the year.
3. Where possible, efforts should be made to ensure that all security working in the Students’ Union are fully aware of the policy and its operations.

Promotion of the policy

1. The Students’ Union shall ensure that the policy is constantly and consistently advertised and promoted to its members through promotions in all visitor and staff areas.
2. The zero tolerance logo shall be included in all promotional material made by the Students’ Union.
3. The policy will have a page on the Union’s website containing the written version of the operational policy.
4. A poster version of the policy, including the list of unacceptable behaviour & procedure to report breaks to the policy, shall be displayed in frames in the toilets and in the reception of the Students’’ Union.
5. Staff members will be issued T-Shirts to wear during the launch.
6. Other materials, such as beer mats and entry stamps shall be distributed and used throughout the Union, and ensured that they are being used on a regular basis.

Reporting an incident

1. When a customer wishes to report an incident, they may do so through speaking to any member of security or staff.
2. The staff/security member who receives the report shall pass it to the duty manager When a staff member wishes to report an incident, they shall tell the duty manager
3. Whilst reports coming from those who believe to be victims shall be taken incredibly seriously, reports from others observing an incident (i.e. staff or other visitors) shall also be seen as equally valid, depending on the context of the situation.
4. Students shall have the opportunity to report incidents outside of the club, doing so through emailing zero-tolerance@worc.ac.uk on a safe and private channel – the only staff with access to this list shall be the President of the Students’ Union, Commercial Development Manager, Bar Manager and the Chief Executive of the Students’ Union.

Dealing with a report and enforcement

1. All those deemed to have breached the policy shall be removed from the premises of the Students’ Union by the duty manager
2. Members breaking the policy shall be dealt with in accordance with the Student Disciplinary Procedure.
3. Staff found to be breaking the policy shall be dealt with through the staff disciplinary procedure and the incident may be treated as gross misconduct which could lead to dismissal, depending on the severity of the incident.
4. All incidents regarding the policy shall be logged in the incident book with a summary of any issues in the end of night notes.
5. Reports or comments that come via the email address shall be responded to within 24 hours, in consultation with the recipients and the duty managers.
6. In all cases efforts should be made to discuss the situation and/or outcome with the reporter and/or victim.

Assessing reports

1. The President shall be frequently check the incident log book.
2. The President shall at the end of each semester collate all the reports made over the term.
3. The President shall meet with the Zero Tolerance Champion each semester to discuss the reports made in the term and improvements that can be made in enacting the policy.

Review

1. This policy shall be reviewed by 31st May 2015.

Termly collation of reports by President

Termly meeting between President & Zero Tolerance champion to discuss reports and action taken to increase safety and improve policy

Dealt with by duty manager

Received by President of the Students’ Union, Licensed Trade Manager, and the Chief executive of the Students’ Union.

Reported in the Students’ Union in the day or on the night

Reported via zero-tolerance@worc.ac.uk email

Incident