



La Trobe University Choral Society

Policy: Code of Conduct

(adopted at the Society's Annual General Meeting Wed 10 April 2024)

1 Values and Vision

The La Trobe University Choral Society ("Club", "Society" or "LaTUCS") is committed to the physical and mental health and wellbeing of its members, employees and guests

Within the scope of its control, the Club seeks to create a safe and welcoming environment for all people to fulfill the Club's Purpose (as defined in the Club's Constitution).

2 Purpose, Scope and Limitations

- 2.1. This policy sets out expected conduct specific to the Club and its Activities, and seeks to ensure that the physical and mental health and wellbeing of Participants is not adversely impacted by the action or deliberate inaction of other Participant(s).
- 2.2. This policy cannot override or supersede the Law, or policies and/or regulations set out by La Trobe University or La Trobe University Clubs. Any part of this policy in conflict with such Laws or Regulations is void.
- 2.3. This policy *does not in any way* prohibit (or imply to prohibit) any person from reporting a breach or crime directly to relevant authorities. If such a report occurs, the Executive Committee of the Club requests that it is also notified as soon as practicable.
- 2.4. This policy applies to all Participants of the Club's Activities, not just Club members.
- 2.5. While every effort has been made to ensure the completeness of this policy, the behaviours outlined herein cannot encompass all possible behaviours and scenarios.
- 2.6. Once enacted by a motion at a General Meeting of the Club, this policy shall remain in force until modified or revoked at a subsequent General Meeting of the Club, or by instruction from La Trobe University Clubs.
- 2.7. This policy shall be in force at all Official Events including *but not limited to* Rehearsal(s), Concert(s) and Social Event(s).

3 Definitions

In this document, the following words shall have the following meanings:

- **"Club", "Society" or "LaTUCS"**: the La Trobe University Choral Society, a student club affiliated with La Trobe University Clubs, Bundoora campus.
- **"La Trobe University Clubs"**: the body within La Trobe University responsible for the administration of the University's Clubs and Societies.
- **"Executive Committee"**: the President, Vice President, Secretary and Treasurer of the Club, as defined in the Club's Constitution.
- **"Event" or "Official Event"**: any event organised and/or sanctioned by the Club.
- **"Social Event"**: a social activity (formal or informal) organised by the Club.
- **"Participant"**: any attendee at an Event of the Club.
- **"Policy"**: the "LaTUCS Policy: Code of Conduct" (this document)



- **“Law”**: all laws to which a person in the Commonwealth of Australia and the State of Victoria is bound.
- **“Bullying”, “Harassment”, “Discrimination” and “Assault”** shall follow their respective definitions as set out in Law.
- **“Major breach”**: any breach defined by Law or by the regulations of La Trobe University and/or La Trobe University Clubs, or a series of deliberate and repeated minor breaches or where otherwise reasonably deemed so by the Executive Committee.
- **“Minor breach”**: any breach to the Code of Conduct which is not a Major Breach; however, the Executive Committee is empowered to reclassify a Minor Breach as a Major Breach.

4. Code of Conduct

All Participants shall adhere to the following standards of behaviour in their actions and deliberate inactions:

- 4.1. Behave in a manner which ensures not only their own physical and mental health and wellbeing, but also the physical and mental health and wellbeing of other Participants.
- 4.2. Be alert to any potential risk to their own or other Participants’ physical and mental health and wellbeing and bring any perceived risk to the attention of the Executive Committee as soon as possible.
- 4.3. Follow all reasonable instructions of the Committee or delegates of the Committee (*including but not limited to* the Musical Director, Rehearsal Accompanist, Stage Managers).
- 4.4. Attend Events (rehearsals, performances, etc) in a state fit to participate (for example: not under adverse influence of alcohol or drugs).
- 4.5. Not behave in any manner which breaches the Law. Particularly, Participants shall:
 - 4.5.1. Not behave in any manner which constitutes bullying, discrimination, harassment (sexual or otherwise), or assault (sexual or otherwise).
 - 4.5.2. Not engage in wilful damage of property.
 - 4.5.3. Not partake in illicit substance use or possession, irresponsible consumption of alcohol or other substance abuse.
- 4.6. Not behave in any manner which brings the Club into disrepute.
- 4.7. Not report a breach of the Code of Conduct if they do not reasonably believe that a breach has occurred.

5. Reporting and Processing Breaches

- 5.1. Breaches may be considered “Major” or “Minor”, as set out in the Definitions, above. Processes and consequences differ for major and minor breaches.
- 5.2. Any person may either formally (in written or electronic form) or informally (verbally) report a Participant who is suspected to have breached of the Code of Conduct to a member of Club’s Executive Committee.
- 5.3. The recipient of the report shall be responsible for ensuring there is sufficient information, including whether the breach is likely a Major or Minor Breach. Reports submitted anonymously shall be treated initially as Minor Breaches.
- 5.4. All records, investigations and rulings are to be documented and securely stored, accessible only to the Executive Committee, or released to La Trobe University Clubs, law enforcement and/or other legal persons as required by Law and/or University regulations.
- 5.5. If a report is received which accuses an Executive Committee member of a breach of the Code of Conduct, the accused Executive Committee member shall be excluded from discussions, decisions, and records except as an accused Participant.



5.6. The processing of a minor breach shall be as follows:

- 5.6.1. The Executive Committee receives a report from any person regarding a suspected breach of the Code of Conduct by a Participant.
- 5.6.2. The Executive Committee shall make every immediate effort to ensure there is no further danger to Club Members, other Participants or the general public.
- 5.6.3. The Executive Committee shall appoint one of the Executive to attempt to resolve the accusation such as:
 - Speaking with the accused about the suspected breach; and/or
 - Directing parties to support services offered by the University; and/or
 - Mediating a discussion between the parties involved; and/or
 - Recommending that the breach be escalated to a Major Breach.
- 5.6.4. The appointed Executive Member shall document the report to include the nature of the breach, the details of all parties involved (where applicable), and actions taken (for example, an informal warning).

5.7. The processing of a major breach shall be as follows:

- 5.7.1. The Executive Committee receives a report from any person regarding a suspected major breach of the Code of Conduct by a Participant.
- 5.7.2. The Executive Committee shall make every immediate effort to ensure there is no further danger to Club Members, other Participants or the general public.
- 5.7.3. The Executive Committee shall immediately notify La Trobe Clubs and acts on their instructions.
- 5.7.4. Where the alleged breach may also be a crime and has not already been reported to the relevant authorities, the Executive Committee shall encourage the reporting of the alleged crime to relevant authorities.
 - 5.7.4.1. If the person reporting requests support for interactions with the relevant authorities, an Executive Committee member will act as a support person.
 - 5.7.4.2. The Executive Committee shall not report alleged crimes to relevant authorities without the express consent of the person reporting except where required by Law.
- 5.7.5. The Executive Committee may immediately suspend the accused Participant from any further Club Events until an investigation is completed.

6. Consequences of Breaches

These consequences are listed from lowest to highest severity.

- 6.1. **No action:** This may arise where the report was subsequently withdrawn, made in error, or with malice, or was determined to be due to an unavoidable or understandable circumstance (for example, a misunderstood or mis-heard comment). If the report was withdrawn, the Executive Committee shall make every effort to ensure it was done so freely and without coercion.
- 6.2. **Informal warning:** The Executive Committee ensures the accused Participant is made aware that their behaviour(s) constitutes a breach of the Code of Conduct.
- 6.3. **Suspension:** A suspended Participant may not attend any Official Event for the period determined by the Executive Committee.
- 6.4. **Formal warning:** A formal warning outlines (in writing) the behaviour(s) by the accused Participant which have constituted a breach of the Code of Conduct, and that a copy of the formal warning has also been forwarded to La Trobe University Clubs.



- 6.5. **Expulsion:** The accused Participant is notified (in writing) that they are banned from attending any further Club Events, and that a copy of the expulsion has been forwarded to La Trobe University Clubs.

7. Appeals

- 7.1. Where an accusing or accused Participant disagrees with the Executive Committee's decision, they may submit an appeal to the Executive Committee or La Trobe University Clubs for review.
- 7.2. The grounds for an appeal are:
- 7.2.1. Additional information was overlooked or was not given sufficient weight; and/or
 - 7.2.2. An inconsistency exists between the nature of the breach and the severity of the consequence; and/or
 - 7.2.3. The processes defined in this Policy were not correctly followed; and/or
 - 7.2.4. The processes defined in this Policy were considered to be in error, or found to conflict with the Law, or with La Trobe University or La Trobe University Clubs regulations.
- 7.3. **In the case of a major breach**, the appeal should be made or forwarded directly to La Trobe University Clubs; the Executive Committee shall abide by Clubs' instructions.
- 7.4. **In the case of a minor breach**, the appeals process shall be as follows:
- 7.4.1. A Participant lodges an appeal in writing to the Executive Committee requesting the decision to be reviewed, including the grounds for the appeal; the Participant must demonstrate to the Executive Committee that grounds exist for an appeal.
 - 7.4.2. The Executive Committee may elect to discuss the breach, the Executive Committee's decision and the appeal with La Trobe University Clubs; if so, the Executive Committee shall abide by La Trobe University Club's decision.
 - 7.4.3. The Executive Committee shall decide whether the Participant has presented adequate evidence to repeal, reduce or increase the consequence of the alleged breach, notify all parties of its decision, and update all relevant records.
 - 7.4.4. Should this fail to settle the matter, the issue must be escalated to La Trobe University Clubs for resolution.

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