



## **UCU Equality Groups Conference 2023**

### **Conference: Expectations of members' conduct**

**The following guidelines were agreed by the National Executive Committee in 2013.**

The purpose of this guidance is to ensure that all members of Conference can participate fully in its business in the confidence that their views will be heard and respected even by those who disagree with them. Nothing in this guidance is intended to stop full and frank debate of important policy issues on which delegates may have opposing views. The conference must always be a place where honest and open debate takes place. However in voicing these differences intimidating or abusive words or behaviour are never appropriate. All delegates have the right to participate in the conference without fear of bullying, intimidation or harassment. This guidance is intended to address behaviour which we would not expect members to tolerate in their workplace and which members should not be expected to tolerate at a UCU event.

This guidance is drafted in mind of the fact that not all delegates have the same experience of trade union conferences as others. For some delegates, this will be their first conference, and it may be their first time addressing a meeting. However, no participant should feel that part of attending and addressing conference entails having to tolerate bullying or harassing behaviour.

### **Acceptable standards of conduct**

#### **The obligations of members under the rules**

Rule 6.1 which applies to conduct at Congress and other conferences or events states:

#### **6 Obligations of members**

**6.1** All members and student members have an obligation to abide by the Rules of the University and College Union, and shall refrain from conduct detrimental to the interests of the Union, from any breach of these Rules, Standing Orders or directions (properly made in accordance with these Rules or Standing Orders) and from all forms of harassment, prejudice and unfair discrimination whether

on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or other status or personal characteristic.

**Congress standing order 34** prohibits certain conduct as follows:

34. It shall not be in order for any participant on the floor of, or addressing, Conference, to utter or display offensive language (including discriminatory language) or criticisms of individual Union employees or individual members who have no right to address Conference and complaints against whom should be pursued through properly established procedures. In the event that any of these occur, the Chair shall immediately ask the participant to withdraw the remarks and apologise to the Conference and the individual(s) concerned. If the participant refuses to do this, or persists thereafter, the Chair shall exclude that individual (or individuals) from the rest of the Conference proceedings.

### **What is unacceptable behaviour?**

**Harassment** occurs when an individual is subjected to unwanted conduct which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

**Bullying** is offensive, intimidating, malicious or insulting behaviour: an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

(These definitions are taken from the AoC-joint union agreement on harassment and bullying. The definition of harassment is also the statutory definition.)

The description of unacceptable behaviour during Conference business which the NEC has agreed covers harassing and bullying behaviour, is behaviour which:

- a. Is threatening, intimidating or verbally abusive.
- b. Is discriminatory – including ageist, disablist, homophobic, racist, sexist and transphobic language.
- c. Is derogatory or malicious to other individual delegates or UCU members or UCU staff.
- d. Makes unsubstantiated allegations about others, in particular other UCU members or UCU staff, or make criticisms of individual members or union employees who have no right to address conference.
- e. Makes inflammatory statements.
- f. Prevents other UCU members present from participating in the business of Conference.
- g. Prevents UCU staff from carrying out their duties.

## **Ensuring effective participation**

In addition to the behaviours outlined above, various other matters have been raised as causes of concern and the following guidance is offered in the interests of enabling maximum effective participation by all delegates.

### **Noise in the Conference Room**

Any delegate addressing Conference has the right to express their view on the topic under debate, and the right to be heard with a measure of respect. Delegates are asked to keep noise to a minimum while anyone is addressing Conference. Extend the courtesy of listening that you would want others to extend to you.

Whilst Conference delegates are not expected to sit in silence at all times, noise (including delegates' private conversations) in the hall can prevent others from hearing what is going on. As well as being distracting, for those with any kind of hearing impediment it can be an access issue. At any conference meeting there other areas in the venue where members can go to have conversations. Please be considerate about noise during Conference sessions.

### **Conduct during votes**

All delegates should be able to cast their votes free from interference. The standing orders state that delegates must be seated during votes. All delegates should take their seats and remain quiet when votes are being cast and counted.

### **When addressing Conference**

Delegates will want to make their points as strongly as they can. However, delegates are advised:

- It is not necessary to shout. A microphone is provided to ensure all can hear an address to the meeting.
- Address the issue, not the individual – avoid personalised remarks, and avoid communicating information about others which they would normally regard as private.
- Do not make derogatory, libellous or defamatory, or inflammatory comments; see also the unacceptable behaviour listed in a-g above.

## **Ensuring acceptable standards of conduct**

### **What the Chair will do in response to unacceptable behaviour**

Where behaviour on the conference floor is clearly unacceptable, the Chair will ask the delegate to withdraw their remarks and apologise as set out in standing orders. If a delegate refuses, or persists in inappropriate behaviour, the Chair can and will insist

that the delegate leaves the Conference hall.

Where there is inappropriate or ongoing noise or other disruption that the Chair is aware of, the Chair will call the meeting to order.

### **What you can do if you think there is inappropriate behaviour in the Meeting Room.**

It is the responsibility of all UCU members to challenge inappropriate behaviour, and all delegates should familiarise themselves with this guidance.

If you feel able to, you can informally ask other people in the Conference room to be quiet or stop behaving in a way which is causing a disturbance or offence.

You can pass a note to the Chair, to let them know of behaviour going on in the room which is inappropriate. Alternatively, you can ask a member of staff to pass your note to the chair. Please be as specific as possible in your description of the behaviour. The chair can take action as appropriate and has the authority to call for good order in the hall.

Informal resolution of problems in the Conference room is encouraged. However, if you believe there is persistent harassment or bullying taking place, you can raise a complaint under the union's Procedure for the Regulation of the Conduct of Members (the rule 13 procedure). If you believe you may need to follow this formal route, you should try to make a note of incidents when they happen and if possible find witnesses to the incidents. The procedure can be found on UCU's website at [http://www.ucu.org.uk/utilities/action/act\\_download.cfm?mediaid=2830](http://www.ucu.org.uk/utilities/action/act_download.cfm?mediaid=2830)

### **What to do if someone complains to you about your behaviour**

If you have been told that your behaviour at Conference makes someone feel uncomfortable, then you should stop and reflect on what you are doing. Even though your behaviour may seem innocent or 'par for the course' to you, it is important to consider its effect on others. Remember that other people's reaction to your behaviour is important, rather than the reaction you think they should have. You may also be upsetting others who have not complained.

If you are subject to a formal complaint you will be treated in accordance with the relevant procedure which gives you the opportunity to provide a response to the complaint.

### **For information – definition of harassment**

Complaints by members about other members' behaviour may raise competing interests. It can be useful to note the Equality Act definition of harassment, which refers to purpose or effect but has 3 qualifying criteria that should be taken into account in deciding if the conduct complained of does have the specified effect. They are:

1. The perception of the complainant

2. The other circumstances of the case

3. Whether it is reasonable for the conduct to have that effect.