

## **Amendments to Code of Conduct processes following December 2024 Board**

In December 2024, a paper was submitted to the Board of Trustees following numerous lengthy Code of Conduct investigations. Students reported feeling distress due to length of time it took to receive their investigation outcomes, which led us to review our processes.

Our code of conduct process involving the review by Supervising Trustees, and referring to Disciplinary Hearing Panel (DHP), was identified as the main contributor to investigations' lengthiness. Our review also identified the DHP to be a risk factor for confidential student information, including their names and allegations, being shared with numerous stakeholders when conducting investigations, including fellow students, and UEA Staff.

Based on the above, our Board of Trustees have agreed a temporary amendment to our Code of Conduct processes. This will be reviewed in due course.

The amended (temporary) process removes the DHP completely, meaning the process now looks like the following:

3.30 – removal of the investigation report being provided to the Supervising Trustee.

New process – outcome report from the Investigating Officer to be approved by the Code of Conduct Lead / Chair of the Board, with no further need to refer the case to the DHP.

### Level One Appeals:

- A member who wishes to appeal a level one breach of the Code of Conduct and/or the sanction provided including breaches taking place within the Union's licensed premises, can do so by requesting allegations against them are reviewed by a member of SLT / Trustee
- This request should be made in writing to the Code of Conduct lead within five working days of receiving a level one breach outcome

### Level Two Appeals:

- A member who wishes to appeal the finding of the level of sanction imposed can do so by writing to the code of conduct lead within ten working days of being notified of the outcome
- The appeal should be made in writing stating the grounds upon which the appeal is to be made
- A level two appeal will only be considered if one or more of the following grounds is demonstrated:
  - That evidence put to SLT/Trustees was not fully considered and that this evidence was of such significance that it would cast doubt over the validity of the decision

made by them;

- That there was procedural irregularity in the conduct of the investigation that was sufficient as to render the outcome unfair;
  - That there was prejudice and/or bias or the appearance of prejudice and/or bias in the conduct of the Investigating Officer, SLT or Trustee;
  - That the penalty or penalties imposed was excessive;
  - That there is new information that should be considered that was not known to the Investigating Officer, SLT or Trustee, that the responder could not reasonably have obtained that evidence at the time of the original decision and that this evidence is of such significance that it would cast doubt over the validity of the decision made.
- An appeal will normally be concluded within ten working days of receipt of the letter of appeal.
  - The appeal will be conducted by person(s) who have previously had no involvement in the case and may consist of any of the following:
    - Member of senior leadership team
    - Trustee

***Removal of the following bye-laws: 3.34, 3.35, 3.35.1, 3.35.2, 3.36, 3.37, 3.38, 3.39, 3.40, 3.41, 3.42, 3.43, 3.43.1, 3.43.2***