

Code of Conduct

Adopted by Governing Body on 18 May 2022

The University of Oxford and by extension, its Alumni Office, is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the alumni community are respected.

The Alumni Office aims to provide an environment free from harassment, and all alumni/associates have a role to play in supporting this aim. Harassment will not be tolerated on any platform or service, either in person or online, that is provided by the University, at a University sponsored event, or by someone in their position as an official representative of the University.

Where alcohol is served at events attendees acknowledge that being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for lack of courtesy, rudeness, harassment or victimisation of staff, another attendee or guest. All members of the alumni community are advised to drink responsibly and further, are responsible for their own health and behaviour whilst attending an alumni event.

Alumni and associates of the University must not represent themselves as official representatives of the University nor use University platforms for personal gain or as a podium for the promotion of political, religious, or personal agendas. In addition, alumni and associates should represent themselves accurately and not falsify information, including job or degree status.

The Alumni Office will provide a framework of support for alumni/associates, staff and other guests who feel they have been subject to harassment or have encountered a breach of this code of conduct during a University event, through any service provided by the Alumni Office, or by someone in their position as an official representative of the University, and complaints will be investigated promptly and effectively.

The benefits and services provided to alumni and associates by the Alumni Office are provided on a discretionary basis. When making use of these services, alumni and associates agree to abide by this Code of Conduct as well as any other stated terms and conditions, and any relevant laws and regulations.

The Alumni Office reserves the right to remove alumni and associate access to these benefits and services if it deems that the relevant terms of this code have been breached. Details of incidents may be shared with the wider collegiate University as appropriate.

An alumnus/a or associate who is convicted of a criminal offence may have their access to the services provided by the Alumni Office removed either until such time as their conviction is spent, or permanently, at the sole discretion of the Alumni Office.

Complaints may be directed to the Director of Alumni Relations, University of Oxford Alumni Office, Wellington Square, Oxford, OX1 2JD, UK or emailed to enquiries@alumni.ox.ac.uk.

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Definitions

In this document, unless the context otherwise requires, the following words and expressions shall have the following meanings:

1. A person subjects another to **harassment** where they engage in unwanted and unwarranted conduct which has the purpose or effect of:
 - Violating another person's dignity, or
 - Creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.^[1]

The recipient does not need to have explicitly stated that the behaviour was unwanted.

2. Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.
3. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.
4. Harassment can take a variety of forms:
 - Through individual behaviour face to face, either verbally or physically, or electronically
 - directly to the person concerned, or to a third party
 - Through a prevailing culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes
5. Examples of behaviour which may amount to harassment include but are not limited to:
 - Insulting, abusive, embarrassing or degrading behaviour or comments
 - Unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
 1. inappropriate body language
 2. sexually explicit remarks or innuendo
 3. unwanted sexual advances and touching
 - Offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats; these include all forms of harassment and abuse on the grounds of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, cultural differences, abilities or religion (or lack of).
 - **Bullying** is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

^[1] Statute XI: University Discipline (www.admin.ox.ac.uk/statutes/352-051a.shtml#Toc28142342)