

Appendix 2: Disciplinary Outcomes and Sanctions

Some sanctions may be imposed in conjunction with others (for example a formal written warning, plus a written apology).

Disciplinary Outcomes – Members

Outcome	Description
No disciplinary action	This course of action would be followed if, based on the evidence and/or explanation, it is decided that the allegations are unfounded, or there are special factors or circumstances that mean disciplinary action is not appropriate.
Informal action	This means that a record is made of the discussion, and the remedial actions or changes required of the Member are noted and clearly explained. This may be used when the issue is not serious enough to justify a formal, written warning, but still needs addressing. This could include a ‘verbal’ warning, recommendation to attend training, mediation or a conversation setting out expectations.
Written apology	The Member will be required to write a formal apology to any other parties that have been affected by their misconduct. If a Member refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Compulsory training	The Member will be required to attend training to address the conduct or behaviours of concern. This may be sourced/delivered by the Union, or we may ask the Member to attend training delivered by the University or other partners. If a Member refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Formal written warning	For breaches where an informal approach is inappropriate or has failed, a formal written warning may be issued setting out the nature of the misconduct and the change in behaviour and/or remedial action required. A warning will remain ‘active’ for up to 12 months, and will not be taken into consideration for future disciplinary purposes after this time.
Activity Limiting Penalty	The Member will be restricted, either fully or partially, from certain activities for a specified period of time. This could include a limitation on room booking privileges, for example.
Withdrawal of Union privileges	The Member will have some or all of their Union privileges withdrawn for a specified period of time (or indefinitely if the breach is particularly severe). This may also mean that the Member is suspended from holding any elected positions.
Removal from position	The Member is removed from their position on a committee. This may also include restrictions (either permanently or temporarily) on running for future committee positions.
Indefinite suspension of privileges	In the case of serious misconduct or repeated instances of misconduct, membership privileges may be suspended indefinitely.

Disciplinary Outcomes – Clubs and Societies

Outcome	Description
No disciplinary action	This course of action would be followed if, based on the evidence and/or explanation, it is decided that the allegations are unfounded, or there are special factors or circumstances that mean disciplinary action is not appropriate.
Informal action	This means that a record is made of the discussion, and the remedial actions or changes required of the Club/Society or members of the Club/Society are noted and clearly explained. This may be used when the issue is not serious enough to justify a formal, written warning, but still needs addressing. This could include a 'verbal' warning, recommendation to attend training, mediation or a conversation setting out expectations.
Written apology	The Club/Society or members of the Club/Society will be required to write a formal apology to any other parties that have been affected by their misconduct. If the group refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Compulsory training	The group or members of the group will be required to attend training to address the conduct or behaviours of concern. This may be sourced/delivered by the Union, or we may ask the individuals to attend training delivered by the University or other partners. If the group refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Formal warning	For breaches where an informal approach is inappropriate or has failed, a formal written warning may be issued setting out the nature of the issues, the changes in behaviour and/or remedial action required and by when. A warning will remain 'active' for up to 12 months, and will not be taken into consideration for future disciplinary purposes after this time.
Limited activities	The group will be restricted, either fully or partially, from running certain events or activities and/or using official social media channels for a specified period of time.
Removal of positions	Specific members will be removed from their position on a committee. This may also include restrictions (either permanently or temporarily) on running for future committee positions.
A fine or restorative sum	The society or club will be required to pay a fine or sum, for example to cover repairs or cleaning.
Disaffiliation	If there has been a serious breach, repeated breaches or failure to make required improvements, the club or society may be required to close and will no longer benefit from Union support and affiliation.