

## **Alumni Code of Conduct**

The mission of Regent's University London is to develop tomorrow's global leaders and as a university we are hugely proud of what our alumni go on to achieve throughout their lifetimes. We aim to foster this outstanding network by bringing Regent's graduates together and celebrating the Regent's connection globally.

Upholding good conduct is essential in protecting the wellbeing of our alumni, staff and students as well as the Regent's brand. The principles of this code of conduct are applicable in any circumstance in which alumni have been granted access: to campus, channels or any events/activity relating to Regent's University London (including global events) by virtue of their status as a member of the Regent's community. This also applies when acting as a representative of the University and when using social media and IT networks.

We ask that all Regent's alumni read and abide by the alumni code of conduct.

### **1. Guiding Principles**

- a) Behave in a responsible manner designed to foster mutual respect and understanding between all members of the University community.
- b) Treat everyone equitably and with respect regardless of differing cultures, abilities, race, gender, age, religion, sexual orientation or disability.
- c) Behave in a way towards other members of the Regent's community that cannot be considered threatening, aggressive or negatively disruptive.
- d) Ensure your actions do not cause physical or emotional harm to any other alumni, students or staff members.
- e) Act in a manner which does not bring the name of the University into disrepute or is detrimental to its purposes.

### **2. On campus conduct**

- a) All guiding principles apply at all times.
- b) Alumni must present their alumni access card/letter of access to be granted access to campus. Their card or letter should be carried with them at all times during their visit.
- c) Alumni Access Card terms and conditions apply at all times when alumni are visiting the campus. These can be found on the website.
- d) Alumni wishing to be accompanied by a third party (not a member of the Regent's community) should sign guests in with a visitors' pass via Reception and must accompany their guests on campus at all reasonable times.

- e) Alumni Access Cards are solely for the use of the intended alumnus/a. If it is suspected the card is being passed on to third parties, or the benefits abused in any way, the University has the right to de-activate the Access Card without prior warning.
- f) Facilities, and their staff, should be treated with due care and respect, and should only be used for their designated purpose.
- g) Alumni requesting to book a room for their visit on campus can contact the Alumni Relations team ([alumni@regents.ac.uk](mailto:alumni@regents.ac.uk) or 020 7487 7476). Alumni cannot occupy classrooms or lecture theatres without proof of a room booking. Priority for room bookings will be given to students and staff during busy periods. Alumni are entitled to a 10% discount on room bookings.
- h) Alumni are welcome to work in the library and common areas such as the Brasserie and Refectory whilst the University develops its co-working space. For more information on our plans for co-working and our entrepreneurial spaces, please contact the alumni team by emailing [alumni@regents.ac.uk](mailto:alumni@regents.ac.uk)
- i) Use of university advertising space on campus by alumni for unsolicited advertising to promote individual businesses, commercial opportunities or funding requests is not permitted.

### **3. Online conduct**

- a) All guiding principles apply at all times.
- b) All posts on Regent's University London forums, including social media channels, should be free of disability, age, race, gender, religion or sexual discrimination.
- c) Alumni should represent themselves accurately and not falsify information, including job or degree status.
- d) Use of official university channels by alumni for unsolicited advertising to promote individual businesses, commercial opportunities or funding requests is not permitted.
- e) Job vacancies suitable to promote to students and fellow alumni are permitted on appropriate university channels (e.g., via [Handshake](#)).
- f) Any posts via official university channels with personal information (including pictures) without direct consent from the subjects of that posts will be removed under GDPR regulations.

- g) The Alumni Relations team reserves the right to remove or deny any posts or online content on official university channels that are considered to breach the above principles.

#### **4. Violation of conduct/complaints procedure**

- a) In the first instance, any issues should aim to be dealt with at a local level by a staff member or contractor of the University.
- b) If this is not possible, any suspected violations of the above principles/complaints made by alumni should be reported as soon as possible in writing to the Alumni Relations team by emailing [alumni@regents.ac.uk](mailto:alumni@regents.ac.uk).
- c) The role of the Alumni Relations team is to advise on the code of conduct and investigate any suspected violations/complaints in a timely and professional manner. All complaints will be dealt with respectfully and with equality.
- d) For complaints unable to be resolved at a local level, the following procedure will be instigated:
  - a. All complaints are to be recorded and presented to the Head of Alumni Relations.
  - b. The Head of Alumni Relations will arrange for the named parties to be contacted within 72 working hours of the complaint being received.
  - c. Named parties will be requested to relay their account of events and a resolution will be sought at this stage.
  - d. If no resolution can be found, all parties will be requested to submit their accounts in writing to the Head of Alumni Relations.
  - e. The Head of Alumni Relations and Chief Commercial Officer (Brand Reputation) or senior staff member nominated on their behalf, will then take the final decision on a course of action, which can include but is not limited to the following:
    - i. Benefits suspension: The violation is such that the University feels it necessary to suspend alumni benefits for up to 2 years.
    - ii. Benefits withdrawal: The violation is such that the University feels it necessary to withdraw benefits permanently from the individual, yet the individual will retain alumni status with the University.
  - f. Alumni have the right to appeal the decision by putting the appeal request in writing to the Head of Alumni Relations no later than 30 days after notification of the outcome.
  - g. The appeal will be considered by a panel consisting of:
    - i. Deputy Vice Chancellor or nominee
    - ii. Alumni Volunteer Representative (e.g. Vice President, London Alumni Club)
    - iii. School Secretary or nominee
  - h. The panel will meet in a reasonable time period depending on the availability of those involved, and the individual will be notified of the outcome within 48 hours of the panel meeting.
  - i. The appeals panel will have the authority to either:

- i. Uphold the appeal and decide upon an appropriate course of action - in which case the alumnus/a will receive a written explanation of the decision
  - ii. Uphold part, but not all, of the appeal and decide upon an appropriate course of action – in which case the alumnus/a will receive a written explanation of the decision
  - iii. Reject the appeal and inform the alum in writing of this decision by post.
- e) For any violation of the alumni code of conduct, including the misuse of access cards, online content or abuse of alumni benefits, the Alumni Relations team has the right in the first instance to:
- a. Remove or deny online content that violates the online code of conduct
  - b. Suspend Access Cards and campus visits without prior warning whilst investigations take place
  - c. Deny access to Regent's events whilst investigations take place.

Contact the alumni team by emailing: [alumni@regents.ac.uk](mailto:alumni@regents.ac.uk) or call +44(0)20 7487 7476