**ENSA Disciplinary Policy**

1. Summary

**Effective Date:** 01/05/2024

**Approved by:** Team Lead Student Engagement

**ENSA contact:** Head of Student Activities

**Last Reviewed/Updated:** 08/04/2024

**Date due for review:** June 2025

**This disciplinary policy applies to ENSA’s:**

* Sports Clubs, their committees, and members
* Societies, their committees, and members
* Members of Student Council
* Class and Programme Reps
* All ENSA members while engaging in activities organised by ENSA
1. Reason for Policy

This policy shall:

* Outline the grounds for taking disciplinary action.
1. Yellow/Red Card Policy

3.0. ENSA operates a Yellow/Red Card policy.

3.1. Yellow cards may be issued for infringements including, but not limited to:

* + 1. Not attending mandatory meetings or trainings (without apologies.)
		2. Not meeting ENSA deadlines / Late submission of forms.
		3. Not showing up for booked training sessions (without adequate notice as specified by the venue.)
			1. A serious infringement of ENSA’s code of conduct or policies will result in a direct Red Card.

3.2. Receiving two Yellow Cards constitutes a Red Card and will result in the club/individual being put on probation and/or a disciplinary procedure.

3.3. Yellow/Red Cards will be monitored on a termly basis, with cards expiring at the end of each term.

3.4. Probationary measures may include:

3.4.1. Suspension of club accounts. (Honouring any existing commitments.)
3.4.2. Suspension of room bookings.
3.4.3. Suspension of new transport hires.
3.4.4. Suspension of new social events.

3.5. A probationary period will last until the situation is resolved through conditions set by ENSA.

3.6. All Yellow and Red cards will be issued to individuals or committees by the Head of Student Activities.

1. Grounds for Disciplinary Action

4.0.Members should at all times abide by the law and adhere to the University’s code of conduct [Conduct (napier.ac.uk),](https://staff.napier.ac.uk/services/governance-compliance/governance/AppealsComplaintsConduct/Pages/Conduct.aspx) the [ENSA Code of Conduct](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.napierstudents.com%2Fpageassets%2Fsports_socs%2Fpolicybank%2FENSA-SPORTS-SOCIETIES-CODE-OF-CONDUCT.docx&wdOrigin=BROWSELINK), [ENSA’s Policies](https://www.napierstudents.com/sports_socs/policybank/) and any governing body’s policies.

* 1. ENSA members may be subject to disciplinary action for:
	2. Misconduct
	3. Contravening Sports Club or Society rules, or breach of the ENSA Code of Conduct.
	4. Unacceptable conduct bringing ENSA and its Sports Clubs/Societies into disrepute, including via social media platforms.
	5. Failure to fulfil contractual obligations with third parties.
	6. Failure to follow good health and safety practice or undertake appropriate checks for activities.
	7. Failure to constitute properly.
	8. **Sporting Conduct**
		1. Infringement of competition rules, such as fielding ineligible players.
		2. Not competing in a spirit of fair play, with respect for opponents and polite behaviour regardless of the nature of the competition, when representing ENSA/the University in a sports fixture.
		3. Failure to fulfil a fixture list.
	9. **Transport**
		1. Driving, or permitting someone to drive, members to an event without a valid driving licence for the specific vehicle concerned,
		2. Driving, or permitting someone to drive, while the driver or vehicle are not appropriately insured, or the vehicle is not road worthy (evidence of MOT where required).
		3. Consuming alcohol whilst being transported to or from any activity organised under the umbrella of the student group, ENSA or the University.
		4. Members found to be doing any of the above will be reported to the police and subject to disciplinary action.

**4.5. Antisocial behaviour**

4.5.1. Intimidating, threatening, abusive behaviour or physical assault.

4.5.2. Intimidating or unwanted behaviour/attention online via social media or messaging platforms.

4.5.3. Photographing or filming fellow students without their prior knowledge or permission.

* 1. **Respect and tolerance**
		1. ENSA has a zero tolerance policy on discrimination and harassment including, but not limited to, discrimination or offensive behaviour based on race, ethnic origin, nationality, skin colour, sex, gender reassignment, sexual orientation, disability, age, religion or belief.
		2. Failing to respect the rights, dignity and values of others or discriminating based on religion, race, ethnic origin, sexual orientation, age, gender identity, disability, political beliefs, expression or any other characteristic protected under the law.
	2. **Harassment and bullying**
		1. Sexual harassment or inappropriate behaviour of a sexual nature, including persistent unwanted behaviour when boundaries have been set.
	3. **Financial Misconduct**
		1. Theft or misappropriation of Sports Club or Society funds, resources, kit or equipment.
		2. Financial malpractice, such as misspending the Sports Club or Society funds for unauthorised purposes, or for personal gain, or using a separate bank account to process payment outside of ENSA’s, and members’, scrutiny.
		3. Failure of Office Holders to ensure participants have paid their membership subscriptions.
	4. **Initiations**

* + 1. Initiation ceremonies must not take place in ENSA Clubs or Societies under any guise. For more information please see the [ENSA Societies & Sports Initiation Policy.](https://www.napierstudents.com/pageassets/sports_socs/policybank/ENSA-SPORTS-SOCIETIES-Initiation-Policy.docx)