



UACES is a Charitable Incorporated Organisation  
Registered in England & Wales. Registration no:  
1163773. Registered Address: Idea Space, 83  
Lavender Hill, London, SW11 5QL, UK.

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## **UACES CODE OF CONDUCT**

This Code is to ensure our members and associates can engage in a supportive environment and that our members and associates maintain the highest levels of professional and personal conduct. It forms part of our commitment to ensure equality, diversity and inclusion for all who work with and for UACES.

This code of conduct refers to relations between UACES members, UACES staff, and other participants and their interactions in the course of UACES activities.

### **What are 'UACES Activities'?**

UACES activities include the UACES's annual conference, Graduate Forum research conference, Doctoral Training academy, committee meetings, one-off workshops and events funded by UACES, exchanges that have a direct link with UACES, and editing of the Association's journals. Social activities which take place immediately before, during or immediately after UACES activities are included within the scope of the code of conduct. Activities can take place either in-person or virtually.

### **To whom does the Code of Conduct apply?**

All UACES members, trustees, employees and participants in UACES activities must adhere to this code of conduct in the course of UACES activities.

UACES Office Holders, from the Chair and Executive Director to members of the board of trustees and Editors of UACES journals, have a special responsibility to uphold and observe the Code of Conduct, promoting in the Association's activities a professional environment characterised by constructive debate and the treatment of all members and participants with dignity and respect.

### **Scope of the Code of Conduct**

Some matters of professional ethics are under the purview of specific policies and are addressed elsewhere, for example plagiarism.

UACES recognises that there is a distinction between victimisation through bullying and/or harassment and legitimate, justifiable, and appropriate constructive criticism. Nothing in this document should be construed as a limitation on the ability of members and participants to constructively evaluate and critique one another's work in a professional manner.



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Nonetheless, as a charity registered in England and Wales, UACES recognises its duty to ensure that members and participants are not bullied and/or harassed in line with the 2010 Equality Act. It further recognises that this duty is of wider application and includes all members and participants, regardless of status or the length of time during which they were associated with UACES.

### **Expected Behaviour**

We expect members of the UACES community to:

- Act in a professional and respectful manner at all times whilst undertaking business connected with UACES (this can include attending UACES-run events)
- Be honest and accurate in how you present your academic knowledge and your professional skills
- Treat other members of the UACES community with dignity and respect
- Follow the norms of professional respect that are necessary to promote the conditions of free academic exchange, specifically not engaging in unacceptable behaviour including behaviour which could constitute bullying and harassment as defined below.
- Be proactive in helping to stop and prevent improper conduct towards other members of the UACES community (where it is safe and appropriate to do so)
- Be proactive in supporting members of the UACES community who experience bullying and harassment and report incidents to UACES staff or trustees where appropriate
- Highlight to the UACES trustees any conflicts of interest that may affect their work as a member of the UACES community
- Promote the discipline of European Studies for the public benefit

### **Unacceptable Behaviour**

Members of the UACES community should not act in a way which brings UACES and the discipline of European Studies into disrepute. They should not:

- Engage in any form of bullying or harassment either of colleagues within UACES or those outside of UACES. UACES's definition of bullying and harassment can be found below.
- Speak in the name of UACES or its trustees without prior permission from the UACES Chair or trustees
- Use UACES membership as a means of conveying professional competence
- Use their association with UACES for personal gain. Individuals who are covered by the code of conduct should not accept bribes or inducements either on behalf of themselves or on behalf of UACES.

### **Bullying and Harassment**



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Bullying and harassment is behaviour that makes someone feel intimidated or offended. Behaviour of this nature will be treated as a breach of this code of conduct and will be taken seriously by UACES. It can be characterised as:

- i. Unwelcome verbal or physical behaviour, including sexual advances, when the unwanted conduct has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person either face-to-face, online, on social media, by email or letter.
- ii. Offensive, insulting, intimidating, or malicious behaviour targeted at another person or persons
- iii. An abuse or misuse of power intended to undermine, humiliate, denigrate, marginalise, or injure the person or persons toward whom such behaviour is targeted, including spreading malicious rumours, unfair treatment or picking on or regularly undermining someone
- iv. Harassment or bullying does not need to be deliberate; someone may harass or bully another person without intending to.
- v. It may be persistent or a single incident, in some cases conduct may become bullying or harassment if it is repeated or sustained. The key is that the actions or comments are experienced as demeaning and unacceptable by the recipient.

Harassment is against the law and occurs when the unwanted behaviour relates to a protected characteristic of the individual as defined by the 2010 Equality Act: age, sex, disability, gender confirmation, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, ethnicity, and linguistic diversity.

UACES recognises that members and participants who feel that they have been victims of bullying and/or harassment as defined in this code of conduct are entitled to seek resolution in a safe and non-threatening environment.

### **Reporting Breaches of the Code of Conduct**

Any member of UACES community is entitled to report breaches of this code of conduct. The procedures for doing this are outlined in our complaints policy.

UACES is committed to ensuring that complaints brought under this procedure shall not lead to the victimisation or harassment of any individual.

UACES is also committed to ensuring that those who file complaints under this Code are not subject to retaliation by respondents or third parties. We will treat all complaints made in the strictest confidence and in keeping with GDPR measures.

UACES ensures that procedures are in place to address allegations of bullying and/or harassment. Such procedures provide for a) Timely handling of such allegations; b) Fair and impartial handling of



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such allegations; and c) Fair, impartial, and sensitive treatment of all parties affected by such allegations.

For further information, please read our complaints policy.

*Last reviewed: 31 March 2022.*