

# CHaOS Code of Conduct for Volunteers

## Policy Version 1.4

### 1. Introduction

- The aim of this document is to provide people volunteering with CHaOS a summary of the sort of behaviour expected with us.
- The advice presented here is particularly relevant at campsites, where volunteers may be in more vulnerable situations than they might usually be when with several other people (e.g. sleeping in tents, using communal bathrooms).
- Much of this document is based on the University's previous Dignity at Work policy, which encourages members of the University community to:
  - Treat others with dignity and respect.
  - Discourage any form of discrimination and harassment by suitably challenging inappropriate behaviour, making it clear that such behaviour is unacceptable (and raising concerns where appropriate).
  - Support any member of the University who feels they have been subject to discrimination and/or harassment, including supporting them to make a formal complaint if appropriate.
- The University have since changed their Dignity at Work policy in line with freedom of speech legislations and as such this policy differs in wording to that of the University; as representatives of the University, however, you are still expected to follow the [Dignity at Work policy](#) when volunteering with CHaOS. As students of the University of Cambridge, you are also required to follow the University's [Rules of Behaviour](#).
- This policy should be read in conjunction with our other policies, which may be found [on our website](#).
- Key committee members responsible:
  - Welfare Officer (Emily Wolfenden, elw74)
  - Co-Presidents (Isobel Gilham, ig419; Timothy Wong, chw55)
  - Secretary (John Leung, cfl35)
  - Treasurer (Chiara Delpiano-Cordeiro, cd796)

€ This policy was last reviewed on 5/11/2024 and will next be reviewed before 31/12/2025.

## 2. Harassment

- CHaOS volunteers must not engage in behaviour that amounts to any form of harassment towards anyone, including other volunteers.
- The University defines harassment as single or repeated incidents involving unwanted or unwarranted conduct towards another person which it is reasonable to think would have the effect of violating that other's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.
- Harassment may be verbal, psychological, or physical, in person or via a virtual platform, or through other methods of contact.
- Examples of behaviour which may amount to harassment include (but are not limited to) the following:
  - making sexually offensive comments about dress or appearance, the display or distribution of sexually explicit material, or demands for sexual favours;
  - engaging in harassment on the grounds of a person's sexuality (or assumptions about a person's sexuality) including making derogatory homophobic, transphobic, or biphobic remarks or jokes aimed at a particular person, offensive comments relating to a person's sexuality, refusal to acknowledge a person's gender or identity, or threats to disclose a person's sexuality to others;
  - making offensive references to a person's race, ethnicity, skin colour, religion or nationality, dress, culture, background or customs which have the effect of ridiculing or undermining an individual or fostering hatred and/or prejudice towards individuals or particular groups;
  - ignoring, disparaging, or ridiculing a person because of assumptions about their capabilities, or making offensive reference to an individual's appearance which may or may not be in the context of their disability;
  - controlling or coercive behaviour, such as pressure to subscribe to a particular political or religious belief.
- Please refer to our [Equal Opportunities policy](#) for more examples of protected characteristics which should not be used for discrimination or harassment.

### 3. Sexual Misconduct and Sleeping Arrangements

- Volunteers will spend a lot of time together, and sleep in close proximity to each other in tents at campsites. It is often the case that two volunteers share a tent pod. The risk of sexual misconduct occurring in this context is therefore slightly greater than in a more public setting.
- It is important to respect boundaries and the privacy of other volunteers, and you must not engage in behaviours that amount to sexual misconduct, as described below.
- Sexual misconduct includes the following, whether or not within a sexual or intimate relationship, including where consent to some form of sexual activity has been given and then withdrawn, or if consent has been given on previous occasions:
  - engaging (or attempting to engage) in a sexual act without consent;
  - kissing or touching inappropriately (including through clothes) without consent;
  - performing sexual acts in front of another person, or inappropriately showing sexual organs to another person without consent;
  - sharing private sexual materials of another person without consent;
  - repeatedly following another person without good reason, or making unwanted remarks of a sexual nature.
- While volunteering and camping with CHaOS, you should not engage in any sexual activity with others, even if it is consensual. This point is especially important in cases where CHaOS shares its campsite with other members of the public and / or children (e.g. Scout campsites).
- Light and consensual affection between established couples, such as kissing or cuddling, is permitted. However, volunteers engaging in this behaviour should be prepared to adapt if it is making others uncomfortable.
- Volunteers will be divided up into tent pods to sleep in throughout their stay. The process is often informal, and volunteers are welcome to have a say in whom they would prefer to share a tent with.
- Tent pods are usually assigned on the basis of binary sex (i.e. male and female are separate). If a volunteer does not feel this method of assignment is appropriate for them, they may ask for an alternative arrangement that is more comfortable for them; CHaOS will aim to accommodate everyone's wishes as far as practically possible.

- Pods will usually consist of two or three people, but in certain circumstances, and where space allows, it is possible for a pod to be occupied by just one person. Volunteers may also request a 3-person pod if this is preferable to a 2-person one.

#### 4. Expectations Outside of Demonstrating

- As well as helping CHaOS at schools and events during the day, volunteers are also expected to help CHaOS during non-demonstration hours, as described below.
- Break days are days when CHaOS has no events planned. Often, these days are at the start or end of a week, and are used to transport volunteers and equipment over long distances. Most volunteers will join and / or depart from CHaOS on these days. Volunteers with CHaOS on a break day may collectively be expected to help with:
  - Moving camp boxes to or from the van;
  - Travelling in a vehicle and providing navigational aid;
  - Setting up or taking down tents and marquees.
- Mornings usually begin quite early (between 6am and 9am, depending on the event later that day). Volunteers should be respectful of others trying to sleep as not everyone has the same sleep schedule. Breakfast materials are provided. Tasks that volunteers may collectively be expected to help with:
  - Boiling water for tea / coffee;
  - Washing up dishes after everyone has finished breakfast;
  - Loading vehicles with various items needed at the venue.
- Most CHaOS events (school or public) will finish in the afternoon (between 3pm-5pm). After tidying up at the venue, you may be asked to help with:
  - Going to the shop to buy supplies;
  - Begin preparing dinner at the campsite;
  - Washing up after dinner.
- It is important to remember that everyone is expected to provide their fair share of help. Be considerate to others, and be proactive in offering help. However if you are uncomfortable performing a task, or unable to complete it,

you are entitled to refuse the task, and you do not have to provide an explanation or excuse. Other volunteers should not push this point.

- Consider letting volunteers have a break from campsite chores if they have done their share. For example, if someone took the lead in cooking that evening's dinner, they should probably be excused from doing the washing up.
- Driving is one of the highest risk activities CHaOS undertakes, and drivers are responsible for the safety of volunteers. Drivers may therefore excuse themselves from campsite jobs or demonstrating if they feel it is necessary so that they are fit to drive safely, and other volunteers should respect this.
- You are entitled to rest and relaxation time. Often CHaOS volunteers may play games or engage in conversations in the early evening. CHaOS committee members in particular should actively try to make everyone feel welcome to join in. You should not feel obliged to take part if you do not wish to.
- Should a conflict arise, try to sort this out informally and verbally amongst those present initially. If this is not possible, the welfare officer should be made aware of the situation. The welfare officer is then responsible for resolving the conflict in accordance with CHaOS' policies. If the welfare officer is unavailable or unable to resolve the conflict, a designated committee member not on the Summer Roadshow that week, listed on the "Home Contacts" document for the year and known to committee, is also available to externally resolve conflicts if necessary.

## 5. Support

- If any volunteer would like support they should contact the CHaOS Welfare Officer, CHaOS Secretary, or another committee member.
- Unless the issue can be sorted immediately, committee members who have information confided with them should share this information with the CHaOS Welfare Officer and CHaOS Secretary, having informed the volunteer that this will happen. Committee members should not promise to keep any information they receive to themselves. The information will only be shared with people on a "need-to-know" basis.
- If it is felt not appropriate to raise the complaint with CHaOS, there are other channels available for support. The Students' Union has [many resources for support](#), if you feel you need them instead of, or in addition to, support from CHaOS.

- All complaints will be taken seriously and investigated within a reasonable time frame. Complaints made in good faith will not be penalised, no matter the outcome.
- Volunteers under investigation following a complaint will be temporarily suspended from volunteering at CHaOS events pending the outcome of the investigation. If the complaint relates to a volunteer harassing another, then the volunteers involved should be kept apart as far as practically possible, e.g. by keeping them in different tents. It may not be possible to immediately remove the alleged perpetrator from e.g. the campsite.
- Being found guilty of gross misconduct can result in expulsion from the Society. Such expulsion or suspension can only be effected by a majority vote of all Executive Committee members, excluding the Senior Treasurer. If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor. Please refer to Section 2.1 of the [CHaOS Constitution](#) for more information about disciplinary processes.
- Those who submit complaints maliciously (e.g. complaints known to be false at the time of submission by the individual raising the grievance) will be either temporarily suspended from CHaOS, or expelled.