

West Hub's Code of Conduct

The West Hub abides by the University of Cambridge's code of conduct. As a publicly open building we have the parameters below that outline the code of conduct for using the building and expect all users of the building to abide by this.

By booking spaces within the West Hub the organiser, and all participants invited by the organiser, agree to abide by the West Hub's code of conduct and that they will act, at all times, in a way that supports, upholds and complies with their contents.

University of Cambridge Dignity at Work Policy

<https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy-2023-ed>

University of Cambridge Code of Behaviour

<https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy-2023-ed/code-behaviour>

University of Cambridge Health and Safety Policy

<https://www.safety.admin.cam.ac.uk/files/hsd016m.pdf>

The West Hubs code of conduct enables a safe, open, inclusive and welcoming environment for those using our building. We ask our staff, contractors, program collaborators, internal university departments, faculties, students and public visitors to follow our code of conduct.

If behaviour is not in keeping with the West Hubs code of conduct we reserve the right to ask you to leave the building, cancel your bookings and end collaborations with the West Hub Events program.

In your interactions with others please:

- Be kind to other users of the building, treat others with respect, compassion, and kindness.
- Be thoughtful of how speak to others, think about the questions you ask of others and requests that you make.
- Address others carefully, recognise and respect the use of pronouns, if you are unsure how someone wishes to be addressed or how to pronounce their name ask them.
- Recognise your privilege and biases, other people's experiences may differ from your own. Consider how this affects others and be conscious of the benefits and advantages you may have because of your employment, gender, race, religion, age, sexual orientation, health, education, mental or physical ability, and/or socio-economic background. Unconscious or otherwise, we all have biases and preconceptions.
- Respect boundaries, we all have different boundaries, don't assume that others have the same boundaries as you.
- Don't make assumptions about people.

Please be aware:

- Abuse of any kind is not tolerated. Anyone being physically or verbally abusive will be asked to leave.
- We do not tolerate bullying. Undermining, disrespectful, dismissive, humiliating, aggressive or insulting behaviour is never acceptable.
- We do not tolerate prejudice of any kind whether it's related to gender, race, sexual orientation, nationality, marital status, faith or belief, age, disability, political views, socio-economic background or social or professional position.
- Unacceptable behaviour can take many forms and occur in many arenas – in person, over emails, over social media etc, all forms will be treated equally seriously.

Reporting concerns:

If you witness or experience people not following this code of conduct, please report it or discuss it with your line manager, mentor or another colleague with whom you feel comfortable discussing and when appropriate the West Hub's operations team.

The Operations team at the West Hub area part of the Estates Division and the Safeguarding lead is the Health, Safety & Wellbeing Lead.