



**OXFORD INTERNATIONAL
MODEL UNITED NATIONS**

**XV ANNUAL
CONFERENCE
25TH – 27TH OCTOBER
2019**

CODE OF CONDUCT

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a) CODE OF CONDUCT

1. DEFINITIONS

<i>OxIMUN venue</i>	Any venue that is used as part of the OxIMUN conference.
<i>Delegate</i>	A member of one of the committees of OxIMUN.
<i>Faculty Advisor</i>	Members of delegations which may attend OxIMUN events but not speak in Committee.
<i>Director</i>	A Chairperson or other head of one of the committees of OxIMUN.
<i>Participant</i>	A Delegate, Faculty Advisor or Director.
<i>Secretariat</i>	The organising committee and staff of OxIMUN.
<i>Designates</i>	Members of the Secretariat with the authority to interpret of the Rules of Procedure

<i>Secretary-General</i>	The joint-most senior member of the Secretariat who is responsible for conference proceedings.
<i>OUUNA</i>	The University Society that owns and operates OxIMUN.

2. SCOPE

These Rules apply to anyone attending OxIMUN events, whether as a participant or member of the Secretariat. Our full policies on some key issues can be found in the Appendix.

3. INTERPRETATION

Questions of interpretation of these Rules by Directors may be referred to the Secretary-General or designated members of the Secretariat. The decision of the Secretary-General or designated member is final.

4. CONDUCT

Participants shall be courteous and respectful at all times when dealing with anyone directly involved with OxIMUN (including Delegates/chairs of any Committee) and indirectly involved through any of its partners (including but not limited to Oxford colleges, sponsors, accommodation providers, and other university students). We will not tolerate any abuse against Directors, Secretariat or any other member of staff.

5. FREEDOM OF SPEECH AND HARASSMENT

The purpose of any Model United Nations conference is to allow many different and often opposing views to be discussed and debated, without fear of harassment. All participants and members of the Secretariat are expected to show respect and not violate another person's dignity. OxIMUN observes the Codes of Conduct on Freedom of Speech and Harassment of the University of Oxford, which may be found in the Appendix. All participants and Secretariat members are obliged to follow this Code. For the full OUUNA policy on Freedom of Speech and Harassment, see Appendix I.

REPORTING

Any person who feels harassed is encouraged to report it to a member of the Secretariat. If they do not feel comfortable speaking to members of the Secretariat they are encouraged to speak to a member of the OUUNA Committee, especially if they have felt harassed by a member of the Secretariat.

HATE SPEECH

Hate speech is the use of threatening or abusive words with the intent to cause a person harassment, alarm or distress, or to stir up hatred on the grounds of colour, race, disability, nationality (including citizenship), ethnic or national origin, religion, or sexual orientation. Hate speech and incitement to violence is proscribed under the laws of England and Wales, and anyone found to be inciting hatred or violence will be expelled from the conference, and may be reported to the Police.

6. ALCOHOL

Alcohol may only be consumed at the designated social events. You must not bring alcohol to any event; anyone found to be bringing alcohol into events will be sanctioned. This is to comply with the licensing laws of each venue.

Entry to the ball at the Math's Institute requires that you show your photo ID to the Secretariat on Friday. They will check your age on your photo ID and place a wristband on your wrist that will give you access to the ball. You will not be permitted to enter the Math's Institute if you fail to undergo this age-verification measure. There may be additional age checks carried out at the entrance to the ball, so please ensure you still bring photo ID with you.

OxIMUN reserves the right to refuse to serve anyone who appears to be intoxicated, and if the Secretariat or venue Staff feel that you are disrupting the experience of the other attendees you will be asked to leave the event and may face other sanctions.

7. SMOKING

Smoking is illegal inside public buildings inside England and Wales and many OxIMUN venues operate a complete smoking ban on their grounds. Participants and Secretariat must abide by these Rules at all times.

8. VENUES

A variety of venues are being used for OxIMUN 2019. Many of these are old and historically significant, and so you are not permitted to bring any food into them. If you do cause any damage, you are liable to pay for repairs or replacements.

9. PHOTOGRAPHY

Photographs and video footage are collected at OxIMUN. By attending you agree to have your photograph taken and license OxIMUN to use your image in any of these photographs or pieces of video footage for publicity and promotion. A full photography policy can be found in the Appendix.

10. SECURITY

For your safety, some of our venues have security personnel on site. All personnel are registered with the relevant professional bodies. Random bag searches may be carried out as part of security procedures. If you fail to comply with a request from Security personnel to search your bag you may be denied entry.

11. COMPLAINTS

Anyone may submit a complaint about violations of these rules by participants to the Secretary-General or designates. Where the complaint is about a member of the Secretariat, they may submit the complaint to a different designate or the Secretary-General. If this is not possible, or the complaint is about the Secretary-General they are encouraged to submit their complaint to the President or Treasurer of OUUNA.

If you are not satisfied with the resolution of your complaint please contact the Secretary-General, or where that is inappropriate the President or Treasurer of OUUNA.

12. SANCTIONS

Failure to abide by these Rules may result in sanctions. Participants who are sanctioned are not entitled to any refund, in part or full, from their registration or accommodation fees. These sanctions are listed in no particular order, and may be used together or separately.

LOSS OF AWARDS

The Secretary-General or designates may disqualify a Delegate from consideration from awards.

SUSPENSION

The Secretary-General or designates may suspend a participant from participating in conference proceedings for a period of time not to exceed one hour.

EXCLUSION

The Secretary-General, designates or venue Staff may exclude a participant from any event, either from an event in progress or in the future. This may involve removal from the venue by venue Staff.

EXPULSION

A participant may be expelled from the conference by the Secretary-General, in consultation with the Director-General and the President, Secretary and Treasurer of OUUNA. The names of an expelled participant will be recorded by OUUNA and this information will be used when determining whether to accept the participant at future conferences.

APPEAL

Appeal from a decision made by a designate is to the Secretary-General. Decisions of the Secretary-General may not be appealed.

APPENDIX

I. POLICY ON FREEDOM OF SPEECH AND HARASSMENT

The purpose of Model United Nations is to allow many different and often opposing views to be discussed and debated, without fear of harassment. We believe that this can be achieved only if all concerned avoid needlessly offensive or provocative action and language, which is why we require you to use diplomatic language (even if this isn't used by real-world diplomats). While we encourage you to best represent the interests of the country or organisation you are representing, you must remember that OxIMUN is very diverse, and you should show respect and not violate another person's dignity. Hate speech and incitement to violence is proscribed under the laws of England and Wales, and anyone found to be inciting hatred or violence will be expelled from the conference, and we may be required to report them to the Police.

As a society registered with the University of Oxford, we have a duty to defend freedom of speech at our events (which is a good thing). We follow the University's Codes of Practice on Freedom of Speech, available [here](#), and Harassment, available [here](#). By applying attend OxIMUN, you agree to follow these Codes of Practice. Anyone who feels harassed while at OxIMUN should address their concerns to their Chairs or the Secretary-General, who have a duty to implement this Code of Practice.

II. PRIVACY POLICY

We collect the information that you give us using the application form (Name, University, Email, Visa Status etc.) to organise OxIMUN 2019. It is stored securely on Google Drive and is only accessible to the Secretariat. It will not be passed on to any 3rd party without your permission, except as required by law. The information will be held for no longer than 2 years after it is collected, after which time it will be deleted. (It is held for this period so that the Secretariat of OxIMUN 2019 can see how the current Secretariat ran the applications). If you have any questions related to this policy, please email admin@oximun.org.

Where the Secretary-General excludes a participant for breach of the Code of Conduct, the name of the participant will be recorded and available to future Secretariats. The name of the excluded participant may also be made available to our partner conferences, although it is at their discretion how to use this information.

III. ALCOHOL AND TOBACCO

Alcohol will be served at some of our events as part of the conference. Entry to events where alcohol is served will require you to provide photo ID showing that you are over the age of 18, in accordance with UK licensing laws. Entry to the ball requires that you show your photo ID to the Secretariat on Friday. They will check your ID and place a wristband on you that will give you access to the ball. You will not be permitted to enter the ball if you fail to undergo this age-verification measure. There may be additional age checks carried out at the entrance to the, so please ensure you still bring photo ID with you.

We, and our partners, reserve the right to refuse to serve anyone who appears to be intoxicated, and if we feel that you are disrupting the experience of the other attendees you will be asked to leave the event and possibly be expelled from the conference.

You may not bring alcohol into any of our events. If discovered it will be removed by Staff or Security personnel, and you may be removed from the event and face additional sanctions. This is to comply with alcohol licensing laws.

Decisions on removal from an event can be made by any member of Staff, while any decision to expel an individual from OxIMUN is made by the Secretary-General and is final.

Smoking is illegal inside public buildings inside England and Wales and many of the colleges and other venues we use operate a complete smoking ban. Attendees are expected to abide by these rules at all times.

IV. LIMITATION OF LIABILITY

While we will do our utmost to ensure that OxIMUN 2019 runs smoothly, this cannot be guaranteed. By applying to OxIMUN 2019 you accept that we are not liable for any injury, or loss or damage to property incurred at or connected to OxIMUN 2019.

By applying to OxIMUN 2019 you accept that you are personally liable for any damage that you cause, and agree to compensate us for any costs and/or penalties we incur as a result of the damage caused. (So please don't break anything.)

Nothing in these conditions limits or excludes our responsibility for fraudulent representations made by us or for death or personal injury caused by our negligence or wilful misconduct.

V. INTELLECTUAL PROPERTY

All the information and resources available through any of our websites, social media accounts or at the conference in electronic or hard copy is the intellectual property of OUUNA and may not be reproduced or used without the written permission of OUUNA. We may also use copyrighted material under license from the copyright holder, and this material must not be reproduced in any way without the permission of the copyright holder.

However, if you would like any help or to use our resources, please email admin@oximun.org and we would be happy to help.

VI. SAFEGUARDING

1. AIM

Oxford University United Nations Association (OUUNA) is committed to providing a safe environment for all children. OUUNA may encounter children through the annual Oxford International Model United Nations Conference (OxIMUN) or other activities. This policy applies to all staff, including the OUUNA Committee, OxIMUN Secretariat, all associated volunteers and Chairing personnel and anyone else working on behalf of OUUNA.

2. THE PURPOSE OF THIS POLICY:

- To protect children who receive OUUNA's services or interact with OUUNA.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

OUUNA believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practise in a way that protects them, however OUUNA cannot act 'in loco parentis' and ultimate responsibility rests with those that have parental responsibility.

3. LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children, including:

- Children Act 1989
- United Nations Convention on the Rights of the Child
- Data Protection Act 1998
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- National Society for the Prevention of Cruelty to Children guidelines for safeguarding policies

- University of Oxford Safeguarding Code of Practice

This policy should be read alongside:

- The OUUNA Terms of Service
- (For OxIMUN, the OxIMUN Rules of Procedure)

The Safeguarding Code of Practice of the University of Oxford is also applicable to all of OUUNA's work, and works alongside OUUNA's own policy to ensure proper safeguarding of children.

4. DEFINITIONS

A 'child' is any person under the age of 18; 'children' are to be construed accordingly. Particular care shall be afforded to a child under the age of 16.

5. WE WILL SEEK TO KEEP CHILDREN SAFE BY:

- Valuing, listening to and respecting them.
- Designing activities such that:
 - o appropriate training and supervision s available to all those working with children;
 - o minimise occasions on which our staff and Chairs will need to work alone in an unsupervised way with children.
- Creating a risk assessment for activities that may bring us in contact with children. The assessment should consider how the risks identified can be minimised and should also outline how to report concerns, as well as taking account of Health and Safety considerations.
- Training to an adequate extent any staff members that OUUNA believes would benefit from training on safeguarding children.
- Requiring all participants who are children to provide OUUNA with written parental permission to attend, acknowledging that they understand the risks and accept our Terms.
- Ensuring that Staff or Chairs do not share accommodation offered by OUUNA with children. Where children, with parental permission, elect to use alternative accommodation we will do our due diligence to ensure that they are not sharing accommodation with our Staff our Chairs.
- Nominate a Designated Safeguarding Lead for OUUNA who will be responsible for:
 - o undertaking a risk assessment which considers how risks can be minimised;
 - o identifying whether there is a requirement for pre-activity checks (such as those administered by the Disclosure and Barring Service);
 - o making completed risk assessments available to all staff or Chairs involved in the activity;
 - o ensuring that those working with children are appropriately trained and supervised; and
 - o recording training;
 - o acting as, or designating a colleague as, the key contact within the risk assessment to whom any concerns should be addressed;
 - o ensuring that the staff and Chairs, and the children who are participating in the activity are advised on how to report a concern;
 - o appointing deputies to aid them in carrying out these duties.
- Clearly displaying details of how to report a concern and the safeguarding procedures in place, including how and to whom participants may report a concern. At least two points

of contact, as well as details of the University's Safeguarding Officers and the details of the Designated Safeguarding Lead for OUNNA.

- Reporting any allegations made against staff, Chairs or other participants, or where a child discloses alleged abuse, or a member of staff suspects abuse, referring to the relevant University Safeguarding Officer without delay. Any such allegations may need onward referral to external agencies within one working day. The Designated Safeguarding Lead must not investigate the matter, and they or their appointed deputy must refer as promptly as possible.
- Following the University of Oxford Safeguarding Code of Practice.

6. POINTS OF CONTACT

OUUNA DESIGNATED SAFEGUARDING LEAD (AND POINT OF CONTACT):

Treasurer of OUUNA

Chengkai Xie

treasurer@ouuna.co.uk

ALTERNATIVE POINT OF CONTACT:

Co-Presidents of OUUNA

Cara Exall or Allen Haugh

president@ouuna.co.uk

UNIVERSITY SAFEGUARDING OFFICER

Director of HR (for allegations against a member of University Staff and individuals who are not students at the University of Oxford)

Julian Duxfield

+441865 270152

director.hr@admin.ox.ac.uk

UNIVERSITY SAFEGUARDING OFFICER

Director of Student Welfare and Support Services (for allegations against individuals who are students at the University of Oxford)

Gillian Hamnett

+441865 280444

director.swss@admin.ox.ac.uk

VII. EMERGENCY CONTACTS

1. EMERGENCY SERVICES

IN AN EMERGENCY CALL 999 OR 112

All UK Emergency Services can be reached by calling 999 or 112. You can call this number for free from any payphone, and if you need to make a call most strangers are willing to call for you.

All emergency medical treatment is FREE at the point of use. However, if you are an EU/EEA citizen you should carry your EHIC card with you. If you are not a UK/EU/EEA citizen you should arrange health insurance before you travel in case you require non-emergency treatment.

OTHER CONTACTS

Police (non-emergency):	101
National Health Service (for free emergency medical advice):	111
John Radcliffe Accident and Emergency Department	+44 1865 220208
Dental Emergency	+44 1865 337267
University Security Services (urgent):	+44 1865 289999
University Security Services (general enquiries):	+44 1865 272944
Nightline	+44 1865 270 270
Samaritans	116 123
Taxi service	+44 1865 240 000
OxIMUN Urgent Contact	+44 7481 435410

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2. HOSPITALS

Healthcare in the UK is provided free at the point of use by the National Health Service (NHS). The Emergency Department (ER) of UK hospitals is called Accident and Emergency (A&E). They are open 24 hours. If you can call 999 or 112 if you require an ambulance. If you do not require an ambulance you can take a bus (towards John Radcliffe Hospital) from the High Street or hire a taxi. Tell the taxi driver you need to go to A&E and they will take you to the nearest one.

If you have a minor illness you can go to a pharmacy and the pharmacist there will be able to give you free advice on what you require. You can also visit www.nhs.uk for health advice.

A&E HOSPITAL

John Radcliffe Hospital,
Headley Way,
Headington,
Oxford
OX3 9DU
+44 0300 304 7777

On arrival please go to reception and tell them:

- your name and address
- your date of birth
- why you are there
- the name of your GP (if you have one)
- that you are a foreign student

DENTAL EMERGENCY

A&E does not treat dental emergencies. Call +44 1865 337267 for locations of the nearest Dentist if you require dental services.

3. UNIVERSITY SECURITY SERVICES

The University of Oxford has private security officers which regularly patrol central Oxford, especially at night. Their services can be accessed by anyone in Oxford, you do not have to be a student at the University. You can also visit their website for advice on staying safe in Oxford.

They advise the following:

- Don't wander away from the group or go out on your own.
- Don't carry large amounts of money, and don't count it in public view.
- Take care of small electrical items like headphones, iPads, and phones
- Make sure that shoulder bags/rucksacks are kept closed at all times and that you can see your bag.

Old Observatory,
South Parks Road,
Oxford,
OX1 3RH
+44 1865 289999 (urgent)
+44 1865 272944 (general enquiries)
www.admin.ox.ac.uk/ouss

4. HELPLINES

NIGHTLINE

Nightline is a confidential and anonymous overnight listening, emotional support, information, and supplies services, run by trained University of Oxford students for students.

You can call them or visit them in person from 8pm to 8am:

16 Wellington Square,
Oxford
OX1 2HY
+44 1865 270 270
oxfordnightline.org/talk

SAMARITANS

Samaritans is a charity providing confidential and anonymous emotional support to anyone in emotional distress, struggling to cope, or at risk of suicide. You can call them or visit their website for free anytime.

Call them at 116 123 or visit their website at www.samaritans.org/how-we-can-help-you/contact-us.

5. OXIMUN URGENT CONTACT

From 16:00 24th October – 20:00 27th October we will operate an urgent contact and enquiries phone line staffed by a member of the Secretariat.

You can call this 9am-6pm with any general enquiries that you may have, and anytime if you have an urgent request. If you require immediate assistance you should still call 999 or 112 first. If you call us first, we will advise you to call 999 or 112.

If you have an emergency, and have already sought help, please do contact us to let us know what happened and we will try to support you any way that we can. However, we are not infallible and if you can't get through to us do leave a message and we will get back to you as soon as we can.

+44 7481 435410

urgent@oximun.org

6. OTHER USEFUL CONTACTS

OXIMUN ACCOMMODATION

A list of accommodation sites that are suitable for OxIMUN, along with contact information, can be found at <http://oximun.org/accommodation-2019/>.