Alcohol Code of Practice

1. Health and Safety

All societies and committees are covered by Undeb Bangor Students' Union's third-party public liability insurance for their **usual activities.** Social events are not specifically insured. However, as part of its duty of care, the Students' Union's Student Groups Coordinator will support societies and committees that wish to organise trips or events that present a higher level of risk than their usual activities. This includes trips and social events where alcohol may be consumed.

Those responsible for running a student group have a duty of care in law to ensure the safety and wellbeing of their members and any other people who may be affected by their activities and events.

All groups are required to:

- Comply with the Students' Union's **[Rules and Safety Handbook]**
- Comply with this **Alcohol Code of Practice** and any other relevant guidance relating to societies and committees available through the **Student Group Support Hub**.
- Attend training sessions relevant to their committee role.
- Take all reasonably practicable steps to minimise or eliminate the risks associated with reasonably foreseeable hazardous events.
- Seek advice and guidance from the Opportunities Team where necessary by contacting **opportunities@undebbangor.com**.
- Report all health and safety concerns, including accidents and near misses, to **opportunities@undebbangor.com**.

2. Social Events

Social events are not regulated or managed by Undeb Bangor Students' Union. Group organisers are therefore expected to take full responsibility for the planning, organisation and safety of these activities.

The Students' Union does not wish to encourage social events where the primary purpose is excessive alcohol consumption. Groups are therefore expected to organise responsible, inclusive and accessible social activities in accordance with this Code of Practice and the relevant guidance contained within the **[Rules and Safety Handbook]**.

3. Code of Conduct

Group leaders and members must adhere to the relevant Students' Union Code of Conduct and must not:

- Hold or participate in initiation ceremonies.
- Apply peer pressure to group members in social situations or otherwise.
- Consume alcohol on minibuses, coaches, cars or other vehicles.
- Undertake any activity that brings the Students' Union into disrepute or damages its reputation.

Groups are advised to make the relevant Code of Conduct available to their members and, where appropriate, display it on their websites and social media platforms.

Sanctions may be imposed on any society, committee or individual found to be in breach of this Code of Practice or other applicable Students' Union policies and procedures.

3.1 Inclusive and Responsible Social Activities

Group social activities must be organised in a way that ensures no member feels

Social activities must:

- Be inclusive and make reasonable allowances for cultural, religious and personal beliefs.
- Allow members to opt out without fear of undue pressure, reprisal, non-selection for teams, embarrassment or any form of discrimination.

- Not encourage or facilitate excessive consumption of alcohol.
- Be organised with appropriate consideration for the health, safety and wellbeing of all participants.
- Provide reasonable alternatives for members who do not wish to consume alcohol.

4. Initiation Ceremonies

Initiation ceremonies are events or activities in which group members are expected to perform an activity as a means of gaining entry, credibility or status within a group.

Initiations are prohibited.

Examples of initiation activities include, but are not limited to:

- Encouraging or requiring excessive consumption of alcohol.
- Consuming alcohol or food concoctions.
- Participating in activities designed to humiliate, intimidate or embarrass individuals.
- Any activity that could reasonably be expected to cause danger, injury, distress or harm to group members or non-members.
- Any activity where participation is expected or required in order to gain membership, status or acceptance within a group.

5. Alternative Socials

The Students' Union encourages groups to organise social activities that are inclusive and do not centre on alcohol consumption.

Groups are encouraged to organise a variety of activities where alternative forms of entertainment are the primary focus, including:

- Music and live performances.
- Comedy and entertainment.
- Dance.
- Games and activities.
- Meeting and socialising with others.
- Skill-sharing and workshops.
- Sports and recreational activities.
- Food and cultural events.
- Alcohol-free social events.

Groups should consider the needs and preferences of their members when planning social activities and should seek to provide a range of options throughout the academic year.

6. Breach of the Code of Practice

6.1 Reporting a Suspected Breach

Any member of the Students' Union who becomes aware of conduct by a group member, group leader or any individual associated with a student group that may constitute a breach of this Code of Practice should report the matter to the Students' Union.

This will be direct the report to the appropriate member of staff or process in accordance with the relevant Students' Union policies.

6.2 Investigation of a Suspected Breach

Any report of a suspected breach of this Code of Practice may be investigated by the Students' Union.

Following an investigation, the matter may be referred to the appropriate Students' Union disciplinary or other formal procedure where necessary.

Relevant policies include:

- **Complaints Policy – Complaint Policy**
- **Investigation and Disciplinary Policy – Investigation Policy**
- **Member Code of Conduct – Code of Conduct**
- **Rules and Safety Handbook – Handbook**

7. Communication

The Alcohol Code of Practice will be communicated to student group leaders and made accessible to all students in the following ways:

- The Code of Practice will be publicly available to students and student groups through the **Resource Hub** on the Students' Union website.
- Information about the existence, purpose and importance of the Alcohol Code of Practice will be included in the **Rules and Safety Handbook**.

- Copies of the **Alcohol Code of Practice** and **Rules and Safety Handbook** will be made available online.
- Relevant information will be communicated to student group leaders through appropriate training, induction and student group support channels.

Student group leaders are responsible for ensuring that members are aware of the expectations contained within this Code of Practice and any other relevant Students' Union policies or guidance.

Cod Ymarfer Alcohol

1. Iechyd a Diogelwch

Mae pob cymdeithas a phwyllgor wedi'u gwarchod gan yswiriant atebolrwydd trydydd parti Undeb Myfyrwyr Bangor ar gyfer eu **gweithgareddau arferol.** Nid yw digwyddiadau cymdeithasol wedi'i yswirio'n benodol. Fodd bynnag, fel rhan o'i dyletswydd gofal, cefnogir grwpiau a chymdeithasau sydd yn dymuno trefnu teithiau neu ddigwyddiadau sydd â risg uwch na'i gweithgareddau arferol gan Gydlynydd Grwpiau Undeb y Myfyrwyr. Mae hyn yn cynnwys teithiau a digwyddiadau cymdeithasol ble mae defnydd o alcohol.

Mae gan y rhai sy'n gyfrifol am redeg grŵp myfyrwyr ddyletswydd gofal yn ôl y gyfraith dros sicrhau lles a diogelwch eu aelodau ac unrhyw unigolion eraill a allai gael eu effeithio gan eu digwyddiadau a'i gweithgareddau.

Mae'n ofynnol i bob grŵp:

- Gydymffurfio gyda **Llawlyfr Rheolau a Diogelwch** Undeb y Myfyrwyr
- Gydymffurfio gyda’r **Cod Ymarfer Alcohol hwn** ac unrhyw ganllawiau priodol eraill sydd yn berthnasol I'r cymdeithasau a’r pwyllgorau. Mae rhain ar gael drwy’r **Hwb Cefnogi Grwpiau Myfyrwyr.**
- Mynychu sesiynau hyfforddi sydd yn berthnasol i'w rôl ar y pwyllgor.
- Cymryd yr holl gamau ymarferol er mwyn lleihau neu ddileu’r risgiau sy’n gysylltiedig â digwyddiadau lle y gellir rhagweld perygl.
- Derbyn cyngor a chanllawiau gan y Tîm Cyfleoedd ble bo’n briodol drwy gysylltu â **opportunities@undebbangor.com**.
- Adrodd pob pryder iechyd a diogelwch, gan gynnwys damweiniau neu fethiannau agos i **opportunities@undebbangor.com**.

2. Digwyddiadau Cymdeithasol

Ni chaiff digwyddiadau cymdeithasol eu rheoleiddio na'u rheoli gan Undeb Myfyrwyr Bangor. Felly disgwylir i drefnwyr grwpiau gymryd cyfrifoldeb llawn dros gynllunio, trefnu a sicrhau diogelwch y gweithgareddau hyn.

Nid yw Undeb y Myfyrwyr yn dymuno annog digwyddiadau cymdeithasol lle mae ffocws ar yfed llawer o alcohol. Disgwylir i grwpiau drefnu gweithgareddau cymdeithasol cyfrifol, cynhwysol a hygyrch yn unol â'r Cod Ymarfer hwn a'r canllawiau perthnasol o fewn y **Llawlyfr Rheolau a Diogelwch.**

3. Cod Ymddygiad

Mae'n rhaid i arweinwyr grŵp lynu wrth God Ymddygiad perthnasol Undeb y Myfyrwyr gan beidio a:

- Cynnal neu gymryd rhan mewn seremoniau ymaelodi *(initation).*
- Rhoi pwysau ar aelodau o grŵp mewn digwyddiadau cymdeithasol na fel arall.

- Yfed alcohol ar fysiau mini, bysiau mawr, ceir na cherbydau eraill.
- Ymgymryd ag unrhyw weithgaredd a all ddwyn anfri neu niweidio enw da Undeb y Myfyrwyr.

Cynghorir grwpiau i sicrhau bod y Côd Ymddygiad perthnasol ar gael i'w aelodau, gan ei arddangos ar ei gwefannau a'u safleoedd cyfryngau cymdeithasol pan yn briodol.

Gellir gosod sancsiynau ar unrhyw gymdeithas, pwyllgor neu unigolyn a ganfu'n torri'r Côd Ymddygiad hwn neu bolisiau a gweithdrefnau perthnasol eraill o eiddo Undeb y Myfyrwyr.

3.1 Gweithgaeddau Cymdeithasol Cynhwysol a Chyfrifol

Mae'n rhaid i weithgareddau cymdeithasol gael eu trefnu mewn ffordd sydd yn sicrhau nad oes yr un aelod yn teimlo fel eu bod yn cael eu aflonyddu, bygwth, bwlio neu eu rhoi dan bwysau i gymryd rhan.

Mae'n rhaid i weithgareddau cymdeithasol:

- Fod yn gynhwysol gan ystyried credoau crefyddol, cymdeithasol a phersonol unigolion.
- Caniatau i aelodau dynnu allan heb ofni pwysau, dial, peidio â cael eu dewis ar gyfer timau, embaras na unrhyw fath o wahaniaethu.
- Peidio annog yfed gormodedd o alcohol.
- Rhoi ystyriaeth briodol i iechyd, lles a diogelwch yr holl rai sydd yn cymryd rhan.
- Darparu opsiynau rhesymol eraill i aelodau sydd ddim yn dymuno yfed alcohol.

4. Seremoniau Ymaelodi *(initiation)*

Yr hyn a olygir wrth sermoni ymaelodi yw digwyddiad neu weithgaredd ble y disgwylir i aelodau grŵp berfformio gweithgaredd er mwyn ennill mynediad, hygrededd neu statws o fewn grŵp.

Mae seremoni ymaelodi wedi'i gwahardd

Mae enghreifftiau o weithgareddau ymaelodi yn cynnwys, ond nid yn gyfyngedig i:

- Annog neu ofyn am yfed llawer iawn o alcohol.
- Yfed cymysgedd o alcohol neu fwydydd gwahanol.
- Cymryd rhan mewn gweithgareddau sydd â’r bwriad o gywilyddio, sarhau neu ddychryn unigolion.
- Unrhyw weithgaredd ble y gellir rhagweld perygl, anaf, gofid neu ddychryn i unigolion.
- Unrhyw weithgaredd ble mae’n rhaid cymryd rhan er mwyn ennill aelodaeth, statws neu dderbyniad i grŵp.

5. Digwyddiadau Cymdeithasol Amgen

Mae Undeb y Myfyrwyr yn annog grwpiau i drefnu digwyddiadau cymdeithasol cynhwysol, ble nad alcohol yw eu canolbwynt.

Annogir grwpiau i drefnu ystod eang o weithgareddau, â mathau gwahanol o adloniant yn ganolbwynt iddynt, gan gynnwys:

- Cerddoriaeth a pherfformiadau byw.
- Comedi ac adloniant.
- Dawns.
- Gemau a gweithgareddau.
- Cwrdd a chymdeithasu gyda eraill.
- Gweithdai rhannu sgiliau.
- Chwaraeon a gweithgareddau hamdden.
- Bwyd a digwyddiadau diwylliannol.
- Digwyddiadau cymdeithasol di-alcohol.

Dylai grwpiau ystyried anghenion ei aelodau gan gadw'r hyn maen't yn ei ffafrio mewn cof wrth gynllunio gweithgareddau cymdeithasol a darparu ystod eang o opsiynau drwy gydol y flwyddyn academaidd.

6. Torri’r Côd Ymarfer

6.1 Adrodd ar Amheuaeth o dorriad

Dylai unrhyw aelod o Undeb y Myfyrwyr a ddaw'n ymwybodol o weithred gan aelod o grŵp, arweinydd grŵp neu unrhyw unigolyn sydd yn ymwneud â grŵp a allai fod yn torri'r cod Ymarfer hwn hysbysu Undeb y Myfyrwyr.

6.2 Ymchwilio i Amheuaeth o Dorriad

Gall Undeb y Myfyrwyr ymchwilio i unrhyw adroddiad o dorri'r Cod Ymarfer hwn.

Yn dilyn ymchwiliad, gall yr achos gael ei gyfeirio at weithdrefn ddisgyblu Undeb y Myfyrwyr neu unrhyw weithdrefn ffurfiol briodol ble bo angen.

Mae'r polisiau perthnasol yn cynnwys:

- **Polisi Cwynion**
- **Polisi Ymchwilio a Disgyblu**
- **Côd Ymddygiad Aelodau**
- **Llawlyfr Rheolau a Diogelwch**

7. Cyfathrebu

Cyflwynir y Cod Ymarfer Alcohol i arweinwyr grwpiau myfyrwyr a'i wneud yn hygyrch i'r holl fyfyrwyr drwy'r ffyrdd canlynol:

- Bydd y Cod Ymarfer ar gael i fyfyrwyr a grwpiau myfyrwyr drwy gyfrwng yr **Hwb Adnoddau** ar wefan Undeb y Myfyrwyr.

- Caiff gwybodaeth am fodolaeth, diben a pwysigrwydd y Cod Alcohol ei gynnwys yn y **Canllaw Rheolau a Diogelwch.**
- Bydd copiau o'r **Cod Ymarfer Alcohol** a'r **Canllaw Rheolau a Diogelwch** ar gael ar-lein.
- Caiff gwybodaeth berthnasol ei roi i fyfyrwyr gan arweinwyr y grwpiau myfyrwyr drwy gyfrwng sesiynau hyfforddi priodol, anwythiad a sianelau cefnogi grŵp.

Cyfridoldeb y myfyrwyr sydd yn arwain grwpiau yw sicrhau bod aelodau'n ymwybodol o'r disgwyliadau sydd wedi'i nodi yn y Cod Ymarfer hwn a unrhyw bolisiau neu ganllawiau priodol eraill Undeb y Myfyrwyr.