



MSAND Code of Conduct

1. Purpose/Scope of Document

The Medical Students Association of Notre Dame (MSAND) on the School of Medicine Fremantle (SOMF) campus is committed to ensuring that our members are provided with a safe environment at all of our events. Signing up as a member of MSAND requires that each individual agree and adhere to our Code of Conduct. This document outlines the responsibilities of MSAND committee chairs, student members and all attendees of MSAND events including partners, friends and other non-member guests. All attendees are expected to adhere to the same standards of behaviour at every social and official event. Breaches of the Code of Conduct will be addressed by the MSAND committee with corrective actions outlined below. These responsibilities also apply to members when attending events run by SOMF and events run by AMSA. If formal reports are made about a student's conduct outside of MSAND, SOM, or AMSA events (such as at private gatherings or during academic activities), at their discretion the MSAND Executive may restrict that student's access to MSAND events if their behaviour is deemed inconsistent with MSAND's Code of Conduct.

2. Ethical Commitment of MSAND Members

As future healthcare professionals, MSAND members are expected to uphold the highest ethical standards. This includes maintaining professionalism, respect for others, and a commitment to personal integrity. Our Code of Conduct reflects these values, which apply to all interactions at MSAND events and beyond. In keeping with MSAND's ethical commitment, all members are reminded that their conduct reflects upon their future roles as healthcare professionals. Adherence to this Code of Conduct helps foster a respectful and professional environment for all.

3. Alcohol

- 3.1. Alcohol is served at many MSAND events for the enjoyment of our members and their guests. MSAND promotes responsible consumption of alcohol at all events. This includes only serving alcohol to members over 18 years of age, not permitting drunkenness on premises, not serving alcohol to drunk people, and refusing to allow people who are violent, quarrelsome, disorderly or behaving indecently on licensed premises. Where possible, discounted 'non-Alcohol' tickets to events are available for members who are under 18 or choose not to drink alcohol. Alcohol will only be served by Responsible Service of Alcohol (RSA) holders at MSAND events, as per the *WA Liquor Control Act 1988*.
- 3.2. Members are encouraged to drink responsibly and know their own limits



regarding alcohol consumption. Drinking to intoxication is dangerous for your health and can put yourself at an increased risk of physical harm.

- 3.3. While drinking alcohol, you remain responsible for your own actions and, should they breach any of the rules and responsibilities within this document, MSAND reserves the right to take appropriate action outlined in under the behaviour matrix and refuse entry to subsequent events.

4. **Drugs and Illicit Substance**

- 4.1. MSAND has a zero tolerance policy for illicit substances, including prescription medications, that are misused at any of its events. Where the use, misuse, distribution, sale, or possession of drugs could constitute a criminal offence, the MSAND committee members and event organiser(s) reserve the right to report such conduct to the appropriate authorities.
- 4.2. The use of prescription medication is permitted provided they have been lawfully prescribed for the particular individual and are used as directed by the prescribing practitioner.
- 4.3. Any members found to be in possession or under the influence of illicit substances at any MSAND events may, at the discretion of the MSAND Executive or event organisers, be evicted from the event and may be prohibited from attending future events.

5. **Behavioural Standards**

- 5.1. MSAND has zero tolerance for behaviour that:
 - Is against the law;
 - Places others in danger; or
 - Reflects poorly on other medical students or generally tarnishes the reputation of medical students studying at UNDF

 - Reflects poorly on MSAND or tarnishes the reputation of MSAND and its members
- 5.2. Examples of such behaviour include, but are not limited to:
 - Verbal abuse and verbal harassment;
 - Physical abuse and physical assault;
 - Sexual harassment and sexual assault;
 - Fraud (including financial);
 - Theft;
 - Breaches of confidentiality;
 - Discrimination;
 - Damage to property; and



- Cyberbullying.
- 5.3. Members of MSAND are responsible for their own actions and will be held accountable by the MSAND Executive with appropriate action taken according to section 9. The Behaviour Matrix.
 - 5.4. MSAND members are responsible for ensuring that their guests, including partners and friends, adhere to this Code of Conduct. Any misconduct by a guest will reflect upon the inviting member, and appropriate actions will be taken against both the guest and the member if necessary.
 - 5.5. The MSAND cannot, and will not, protect members from persecution by the Police or other law enforcement agency should they break the law.
 - 5.6. Should a member of the MSAND be found to have stolen goods or damaged property at an event venue, they will be required to pay for damages and/or return/replace any stolen items.
 - 5.7. The MSAND Executive reserves the right to evict any member that contravenes the details of this document from any event and prohibit entry into subsequent MSAND events. Disciplinary action will be determined using the Behaviour Matrix as per the MSAND Behaviour Management Procedures.

6. Reporting an Incident

- 6.1. Any individual who witnesses or experiences a violation of the MSAND Code of Conduct is encouraged to report the incident using MSAND's incident report form. This form can be completed independently by the individual making the report or with the assistance of an MSAND committee member if needed.
- 6.2. Any individual who witnesses or experiences a violation of the MSAND Code of Conduct is encouraged to report the incident to a designated MSAND Executive member or via [MSAND's incident report form](#).
- 6.3. Once a report is submitted, the MSAND Executive Committee will initiate a preliminary review within five business days. The investigation will involve an impartial assessment by at least two MSAND Executive members, one of whom will serve as an independent party not directly involved in the report or incident.
- 6.4. The MSAND executive may request further information from an individual who submitted an incident report for the purposes of either evaluating the effectiveness of the strategies implemented or to implement system wide change in response to the incident.



- 6.5. If formal reports are made about students outside the realm of an MSAND/School of Medicine/Australian Medical Student Association (AMSA) event (i.e., a private event or during class time), it is at the discretion of the MSAND Executive team to restrict access to MSAND events to a reasonable extent.

7. The Behavioural Matrix

- 7.1. The Behaviour Matrix will be used as a reference by the MSAND Executive when an MSAND member or event attendee is deemed to be in violation of the MSAND Code of Conduct.
- 7.2. Each incident will be assessed by a minimum of two MSAND Executive members, with one being an independent party who is not directly involved in the incident or the reporting process.
- 7.3. The incident will be classified based on the incident report and action taken in accordance with The Behaviour Matrix as outlined below. The decision and action taken will correspond to the relevant behaviour that is found to breach the MSAND Code of Conduct.
- 7.4. Each behavioural breach can be assessed, and appropriate action taken by the corresponding MSAND authority outlined below:
- 7.4.1. Ejection from the current event: the MSAND event organiser and/or any MSAND Executive committee members present.
 - 7.4.2. A single event ban for the next major event: the MSAND Executive.
 - 7.4.3. Event ban for the remainder of calendar year: the MSAND Executive.
 - 7.4.4. Life Ban from MSAND events: a two thirds majority of the MSAND committee must agree to a lifetime ban.
- 7.5. Bans from MSAND events will be reviewed annually by the MSAND executive to determine whether they should remain in place or be lifted, except in cases of life bans.
- 7.6. Each number indicates the order of action taken by the MSAND executive or committee for the first and subsequent incidents of behaviour breaches where:
- 1 represents the first action to be taken for a given behavioural breach;
 - 2 represents the second action taken when an individual commits the



same behavioural breach for a second time.

- 3 represents the third action taken when an individual commits the same behavioural breach for a third time.
- 4 represents the fourth action taken when an individual commits the same behavioural breach for a fourth time.

- 7.7. Actions will be implemented simultaneously where duplicate numbers occur within the same row.
- 7.8. A life ban from MSAND events will remain in effect for the individual's time as a medical student and after graduation. This decision will be made by the current MSAND Executive and cannot be reversed by subsequent committees.
- 7.9. The MSAND executive reserves the right to refer any serious behavioural misconduct to the academic staff at Notre Dame or, where appropriate, to relevant external authorities, such as the police.

| Behavioural Breach | Ejection from current event | Single event ban for next major event | Event ban for remainder of calendar year | Life ban from MSAND events |
|---|------------------------------------|--|---|-----------------------------------|
| Rude/disrespectful to other attendees, volunteers, staff, or public | 1 | 2 | 3 | 4 |
| Harassment (name-calling, unwanted attention, offensive remarks) | 1 | 1 | 2 | 4 |
| Aggressive or intimidating behaviour | 1 | 1 | 2 | 4 |



| | | | | |
|--|---|---|---|---|
| Destruction of property (accidental) | 1 | 2 | 3 | 4 |
| Destruction of property (intentional) | 1 | 1 | 2 | 3 |
| Physical or sexual assault | 1 | | | 1 |
| Possession, use, or distribution of illicit substances | 1 | | | 1 |
| Drink spiking | 1 | | | 1 |

8. Record of Offences

- 8.1. The MSAND Executive will maintain a confidential database that records all reported breaches of the Code of Conduct. This database will include details of the offence, the action taken, and the date of the incident.
- 8.2. The database will be accessible only to authorised members of the MSAND Executive to ensure privacy and confidentiality.
- 8.3. The database will be securely maintained in MSAND's digital system with access strictly limited to authorised personnel. MSAND's IT chair will assist solely with access control and data protection. Records of offences will be retained for the duration of a student's membership.
- 8.4. Repeated breaches by any individual will be tracked and may result in escalated actions as outlined in The Behavioural Matrix.



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