

Contracts

You will be on a fixed-term / casual appointment contract of 0-40 hours per week (20hrs per week during term time for International Students). You will be asked to prove your eligibility to work in the UK and will be required to show the appropriate documentation as proof. If you no longer wish to continue with us as a student ambassador then please let us know.

The first 3 months of employment are probationary. Within this time if either you or the team feel that the relationship is not working then this is the time to say so. If you do not work to the set standards your contract will be rescinded. All references will be checked and if not satisfactory your contract will be ended.

If you do not work for more than 3 months without a valid reason you will be contacted to inquire as to the reason of your inactivity. Lack of activity (without a valid reason) will result in your being removed from the mailing list and your contract not being renewed.

Punctuality and professional conduct is expected (Please see the Code of Conduct). If you have accumulated two warnings for the same offence, you will receive a strike. After 3 strikes your contract will be terminated. In addition we receive feedback from all project facilitators. If your conduct is unsatisfactory your contract will not be renewed.

Student Ambassador Conduct of Conduct

Please note we follow a '3 strikes and you are out policy'. We also issue warnings, two warnings for the same issue equal one strike. You will receive strikes or warnings for the following offences:

Section 1: Strikes

1.1. Non-attendance - Not attending events without notice or good reason (Course work or other foreseen commitments do not count as a good reason, as you should have planned for them).

A minimum of 2 working days' notice must be given if you must cancel for any **foreseeable** reason.

Failure to give adequate notice for whatever foreseeable reason may result in further disciplinary action.

1.2. Lateness (Without good reason) - Over 20mins you get an automatic strike.

1.3. Unprofessionalism - Rudeness, such as arguments between Ambassadors or with visiting students or public, bad language, conducting yourself in an inappropriate manner etc.

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Section 2: Warnings

- 2.1 While on duty: using mobile phones, or other similar devices without a valid reason.
- 2.2 Not performing the tasks asked of you in a diligent and professional manner.
- 2.3 Wearing inappropriate dress – including any offensive slogans/images, or clothing considered too revealing for the workplace. (You may be asked to go home and change)
- 2.4 Any other inappropriate behaviour (this means anything which will damage the integrity of London Met or the Student Ambassador Programme).
- 2.5 Up to 20mins late

Section 3: Automatic dismissal

Some behaviour will result in automatic dismissal. This includes but is not limited to;

- 3.1 Being under the influence of alcohol or drugs while working for us.
- 3.2 Racism, sexism, violence, lack of respect to others.
- 3.3 Non-disclosure of misconduct (see disclosure information below)

Section 4: Disciplinary Procedure

If you commit an offence we will explain what the issue is, and offer you the opportunity to explain the reason for the infraction. Should you wish to discuss the issue, we will arrange a meeting. The outcome will be confirmed via email.

Section 5: Disclosure

If the university informs or communicates to you that you are in breach of any disciplinary codes and therefore have been found to have committed misconduct you must disclose this immediately to the Student Ambassador Team (Renzo Veschini or Sophie Clutterbuck in the first instance). If it has been found that you have intentionally kept information from us it could result in automatic dismissal.

Misconduct is any act or omission which improperly interferes with the functioning or activities of the University, or of those who work or study in the University, or which otherwise improperly damages the University or its reputation. It does not matter whether the alleged misconduct takes place on or off University premises.

Misconduct includes, but is not limited to, the following:

- 5.1 Any conduct which constitutes a criminal offence

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5.2 Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the University

5.3 Obstruction of or improper interference with the functions, duties or activities of any student, member of staff or visitor to the University

5.4 Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language

5.5 Harassment of any student, member of staff or visitor related to one or more of the following: sex, race, disability, religion or belief, sexual orientation, age.

5.6 Bribery, fraud, deceit, deception or dishonesty in relation to the University, its staff, students or visitors

5.7 Theft, misappropriation or misuse (including computer misuse) of University property, or the property of the University's staff, students or visitors

5.8 Misuse or unauthorised use of University premises

5.9 Damage to University property, or to the property of the University's staff, students or visitors, whether or not caused intentionally or recklessly

5.10 Action likely to cause injury or to impair safety on University premises

5.11 Failure to respect the rights of others to freedom of belief and freedom of speech

5.12 Breach of the provisions of any University code, rule or regulation (including breaches of regulations governing the conduct of Students' Union elections)

5.13 Failure to disclose personal details, including criminal convictions, when required

5.14 Failure to comply with an instruction issued by a security officer or by a member of staff

5.15 Conduct or behaviour which raises questions about your fitness to practise, by reference to the relevant professional body's guidance, any profession for which you are studying at the University

5.16 Conduct or behaviour that results in being excluded from the Student Union Bars

5.17 Warnings/Suspensions over tuition fee debt

5.18 Warnings for non- attendance of course

5.19 Visa compliance issues

Please see the conduct page on the London Metropolitan University website for further information. www.londonmet.ac.uk/conduct

Section 6: Students who commit a criminal offence during their study

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6.1 If you commit a criminal offence and are charged, convicted or receive a police caution, reprimand or warning

Or

6.2 If there is a formal child protection investigation involving you or any member of your household

6.3 If you are barred from working with children or vulnerable adults

6.4 If you are the subject of a referral to the DBS (Disclosure and Barring Service) for consideration for inclusion on a Barred List.

You are required to notify the Student Ambassador Team immediately.

See the webpage for further information. www.londonmet.ac.uk/convictions

It is important that you understand that an act of misconduct, wherever it is committed, whomever it involves, will have a bearing on your student life at the University. Even if your misconduct does not take place in your Faculty or as part of your course, your programme leader, academic tutor and Dean of Faculty will all be informed of what is happening and the outcome of any disciplinary proceedings will be recorded on your student file.