

The Sutton Trust

Pathways: Code of conduct



To take up your place on a Sutton Trust Pathways programme, it is compulsory for you to read and sign this document to show that you agree to all of the conditions within it. The signed agreement should be sent to your university coordinator.

As a participant on the Pathways programme, you are representing the Sutton Trust and your host university in all interactions (digital and face-to-face) with universities, fellow students, placement providers and other organisations. Many of the organisations you interact with on the programme are potential future universities or employers, so it is very much in your own interest to make the best impression possible.

Expectations

Whilst participating in Pathways I will:

- Act responsibly at all times. I will recognise that I am an ambassador for the programme and my behaviour must reflect this. I understand that acting responsibly includes, but is not limited to, following all of the rules and regulations below.
- Show respect to my fellow students, mentors, university staff, industry volunteers, placement providers and anyone else that I meet during events.

I understand that failing to meet these expectations may affect my place on the programme.

Rules and regulations

1. I will attend all timetabled activities that are arranged by my university. If I am not able to attend an event or digital session, I will give at least two days' notice to my university coordinator, unless the reason for my absence is an emergency. In this case, I will notify my university coordinator as soon as possible.
2. If I wish to sign up for Sutton Trust-delivered activities or other optional events, I will complete all of the relevant procedures by the deadline specified. I understand that it is not possible to sign up after these deadlines have passed, and that once I have committed to attend, I may not give up my place.
3. I will arrive on time for all events. If I am running late, I am lost, or I am having tech problems I will contact my university coordinator (by phone for face-to-face events or email for digital sessions) to explain and/or ask for help.
4. I will not leave an event or digital session part of the way through. If I know that I will be unable to attend the full event, I will ensure that I let my university coordinator know at least two days before the event.
5. I will not engage in any offensive (e.g. sexist, racist, homophobic, transphobic, ableist) or bullying behaviour toward other students, staff or volunteers.
6. I will use appropriate and professional language with staff and volunteers.
7. I will follow any additional rules explained to me by staff at particular events or digital activities.

8. I understand that my attendance and engagement on the programme will be continually assessed and could impact my ability to receive alternative offers to Pathways universities.
9. I will not form any personal/intimate relationships with any staff or volunteers on the programme (e.g. a mentor, industry volunteers).
10. I will not share my personal details with anyone from an external organisation or contact staff or volunteers through social media (including LinkedIn).

Face-to-face event-specific rules

1. I will follow all emergency procedures, for example fire drills, as directed by university staff.
2. I will not bring alcohol to any events, or consume any alcohol during events.
3. I will not smoke during events.
4. I will not purchase or use any illegal substances during the programme.

Digital event-specific rules

1. I will turn all other devices off/on silent when taking part in digital sessions.
2. When using a camera during digital sessions I will be conscious of the environment I am in and ensure I have nothing personal or sensitive/offensive in nature in view.
3. I will not record or take screen shots of the sessions being delivered digitally.
4. I will not send anyone or share material that could be considered threatening, bullying, offensive or illegal.
5. I will not give out any personal information online, such as my name, phone number or address.
6. I will not share any of the links or passwords to online sessions or materials with anyone not on the programme.
7. I will not arrange a face-to-face meeting with any staff, mentors or volunteers I meet during online Pathways activities, unless it has been arranged by the Sutton Trust or my university coordinator.

I understand that my behaviour has consequences, and that if I break any of these rules and regulations, it may affect my place on the Pathways programme.

Student declaration

I have read the information presented in this code of behaviour and I agree to follow all of the rules and regulations listed.