

## **Terms and Conditions of using OUNCs' group emailing networks.**

The Oxford University Newcomers' Club [OUNC] is a diverse community of people from many different cultural heritages and we ask that all your communications with Newcomers are sensitive to this. These Terms and Conditions set out the basic courtesy and etiquette that we expect. Your continued use of Meetups indicates your acceptance of and adherence to these Terms and Conditions.

All your electronic communications must be safe and must not contain any malware. You are responsible for using suitable antivirus software on your devices and keeping it up-to-date. Additionally, we urge you to be careful about sharing links to outside content.

1. When interacting with any Newcomer – either in person or in electronic form – you are expected to treat them with courtesy, reasonableness, and respect. You should avoid the use of language and/or content that is intimidating, demeaning, or otherwise inappropriate (e.g. violent, pornographic, or sexually explicit). Further, we would ask you to be aware that satire and humour can come across as offensive to other people. We do not seek to restrict your ability to disagree and/or to express a contrary opinion to someone else, provided that such expression complies with the overriding purpose of this document.
2. As a part of the University of Oxford, we follow the Policies and Guidance on the use of social media set out across its many departments, schools and colleges. The following links, while not comprehensive, provide further information about such Policies
  - a. <https://hr.admin.ox.ac.uk/using-social-media#collapse1581276>
  - b. <https://edu.admin.ox.ac.uk/inclusive-workplace>
  - c. <https://www.ox.ac.uk/students/life/it/socialmedia>
  - d. <https://www.conted.ox.ac.uk/about/netiquette-guidelines>
3. If someone has concerns about someone else's electronic content they should email [newcomers@ox.ac.uk](mailto:newcomers@ox.ac.uk). Two or more members of the Committee will then treat this as a complaint and will assess the content. The email will be acknowledged in writing and referred to the designated sub-committee members for consideration as set out in the Dispute Procedures in Appendix A.
4. If concerns are raised with us about a specific communication which we do consider fails to comply with our Terms and Conditions, we will contact the sender to explain why the communication does not meet our standards. In this situation, the sender's membership of Meetups may be suspended for a period of time. Continuing failure to comply with our Terms and Conditions may result in membership of the OUNC being terminated.

## **Appendix A**

### **Dispute Procedures**

Dealing with disputes and contraventions of these Terms and Conditions:

1. Any dispute regarding the appropriateness of communications shall be considered by a specifically convened sub-committee of the OUNC Committee. This sub-committee will hear representations from the person responsible for the communication, and those who have found the communication objectionable or offensive. Submissions to this committee must be in writing.
2. If a communication is found to have breached the Terms & Conditions set out above, membership of the OUNC may be suspended for a period of time, and could be terminated.
3. In the event that the power to terminate membership is exercised, an appeal can be submitted via [newcomers@ox.ac.uk](mailto:newcomers@ox.ac.uk). Such an appeal will be considered by a further Appeal Committee, comprising the Chair and another member/other members who has/have not previously been involved in the dispute. Its determination shall be final and not subject to review by any court or tribunal.