

Student Ambassador Code of Conduct

As a Student Ambassador for the University of Essex, I agree that:

I will:

- Remain engaged, positive and proactive during all events that I am working on
- Be punctual and reliable for all events that I am working on
- Wear any identification provided for the event
- Dress in a manner that is suitable for the event
- Be respectful, polite and inclusive to all visitors and members of staff
- Inform the member of staff running the event, if I am unable to attend prior to the event, in a timely manner
- Adhere to the University of Essex child protection and equal opportunities policies
- Report any concerns regarding the welfare of a visitor to the event lead or the Student Ambassador manager
- Attend training sessions, including briefings, and read the Student Ambassador Handbook
- Take responsibility for regularly checking the HEAT portal to apply for shifts and submit timesheets for work completed
- Ensure that there is nothing inappropriate on the screens/internet pages/browser history if I share my screen during an online event
- When using Zoom, always use my University of Essex Zoom account, not a personal account
- Ensure that no recording of events and no images are taken

- Not share my mobile phone number, home phone number, email address, online gaming ID, Facebook, Twitter or any other social media or contact details with any of the visitors I met during my Student Ambassador role

I will not:

- Work whilst under the influence of alcohol or illegal substances
- Smoke in the presence of visitors
- Exchange personal contact details with visitors
- Initiate, or respond to, inappropriate physical contact with visitors or members of staff
- Use inappropriate language when communicating with visitors and members of staff
- Use mobile phones and other electronic devices for non-work purposes whilst working

Signed:

Date: