



**POLICY  
&  
PROCEDURES**

**2010**





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# SUMMARY OF THE RULES AND GUIDELINES



Our mission is to provide quality accommodation in a safe supportive community that facilitates learning and academic success.

With this in mind the principles underpinning the rules and guidelines are:

- All members of the community are encouraged to take collective responsibility for the supportive and harmonious atmosphere at the Hall.
- Residents will conduct themselves in ways that will bring credit to themselves, the University and the Hall.
- Residents are expected to show consideration towards other residents and neighbours and their property.

Our attitude to noise and behaviour more generally reflects our commitment to your successful study.

## Harassment:

- Treat others with respect, any abusive behaviour (such as physical, sexual, racial or psychological harassment) is not tolerated.
- Streetwear (not bed wear) is required in the dining room and lounge.

## Noise:

- Keep noise to a minimum, especially at night. Quiet hours are 9.30pm-7.30am. Stereos /computers are welcome but should not be heard from your room outside the window or in the corridor. Televisions are not permitted.

## Alcohol:

- The Hall policy prohibits bulk quantities, manufacturing of alcohol and drinking alcohol in the public areas or grounds.
- Gatherings of more than two people with alcohol require a contract from staff. These contracts are not available at certain times of the year (including orientation, exam and study weeks).

## Safety:

- No bikes, surfboards, large sports gear or extra furniture are to be stored in the hallways or bedrooms. (Storage is available for these items.)
- Shoes must be worn in the dining area and servery.
- Make sure your smoke alarm is functioning at all times
- Candles, incense, oil burners, firearms, weapons and fireworks are not permitted.
- Safety equipment must not be tampered with.
- Guests are the resident's responsibility. Overnight guests must be signed in.
- It will be assumed that if guests are in the dining room, they are eating and they will be charged for a meal.
- Heaters are provided. Residents are not permitted to bring any other heaters into the Hall.

## Property:

- You are expected to keep your room clean and tidy. Drawing pins and sellotape are not to be used on paintwork or woodwork. Do not dry clothes inside the buildings.
- Damage or loss is paid for by the culprit or occupant of the room. All residents share the cost when the culprit is not found.
- Pets (except small fish) are not permitted.

Any illegal matter will be referred to the police. Living together requires consideration, self-control and tolerance. When residents lack the necessary self-discipline, they may be involved in a disciplinary procedure.

*This is a summary of guidelines found in the Hall booklet that you are required to read*



Helen Lowry Hall is committed to providing a living and working environment which is free from harassment.

Harassment is unlawful. It amounts to discriminatory behaviour under both the Human Rights Act and the Employment Contracts Act 1991.

Harassment is unwelcome, uninvited behaviour, which can make someone feel offended, humiliated, or intimidated. It does not matter that there is no intention to harass. If the recipient perceives the harassment as such, then it is harassment. This is also the view taken by the law.

Harassment includes, but is not limited to:

- Unwanted comments about a person's religious or political beliefs
- Unwanted name calling
- Jokes, suggestive comments or offensive gestures and/or language related to a person's disability, religious conviction, ethnic or sexual characteristics
- Distribution or display of material regarded as offensive
- Persistent questions about a person's private life
- Demands for sexual favours, either directly or by implication
- Unwanted and deliberate physical contact
- Indecent assault or other criminal offences

Harassment of any resident is unacceptable behaviour and Helen Lowry Hall will not tolerate it under any circumstances. Wardens, Deputy Wardens and other supervisors of residents are required to ensure that all residents are treated fairly and equitably, including not being subject to sexual harassment. They are also required to ensure that complaints and witnesses are not victimised in any way.

It is important to distinguish between unwelcome, unreciprocated behaviour and mutually acceptable behaviour. For example, harassment does not include genuine compliments, or mutually acceptable physical contact.



1. Deputy Wardens must be informed before the party and a party contract completed and signed
2. Food must be served at your party (not just chippies and dip) to reduce the effects of the alcohol.
3. Noise is to be kept to a minimum at all times. The people in the next room should not hear it. As a courtesy you should inform near neighbours of your intention to have a party. Windows and doors should be shut to avoid noise travelling.
4. Host Responsibility: the party-giver(s) are collectively responsible for everything that happens at your party, including gatecrashers whether invited in or not. Gatecrashers are best discouraged. One of the agreements you made in coming to live at the Hall was not to disturb other residents or prevent them from achieving a good night's sleep /study (See Community Responsibilities).
5. Sobriety: the person holding the party must remain sober during the party so that they can relay messages if things get out of control. Any drunken guests will be asked to leave.
6. Police: the wardens will have no hesitation in calling in the police if things get out of hand and will lay charges against residents and their guests if necessary.
7. Time Limits: in no event should a party extend beyond 12 midnight Friday and Saturday night and beyond 10.30pm Sunday - Thursday night.
8. Withdrawal: the Wardens may withdraw opportunity to obtain Party Contracts during certain times of the year (Orientation weeks and during study/exam time). During this time no parties will be permitted to be held at the Hall.



## Written undertaking regarding the holding of a party

1. We, the undersigned, residing at Helen Lowry Hall, apply for permission from the Warden to hold a party in \_\_\_\_\_ on \_\_\_\_\_ that finishes NO later than \_\_\_\_\_.
  
2. We agree to comply with the following undertakings as conditions for holding a party:
  - a) We will be fully responsible for the conduct of all persons attending the party.
  - b) We will take such measures as are reasonable and necessary to keep out uninvited guests, otherwise known as gatecrashers.
  - c) We will endeavour to keep the noise down to a reasonable level so as not to disturb other residents, and will ensure that the times for quiet hours as communicated by the wardens are observed and complied with.
  - d) We will clean up the premises after the party to the satisfaction of the Wardens.
  - e) We accept that we must pay full compensation for/or replace any loss or damage to property belonging to Helen Lowry Hall, or its residents' caused by the actions of those persons attending the party.
  
3. We further agree, that if any of the conditions stated in paragraph 2 are breached, the Warden or any Deputy Warden is entitled to take as many actions as may be appropriate, in the circumstances, to enforce the undertaking given.
  
4. Any measure taken by the Warden in relation to any of the matters stated in this written undertaken are without prejudice to the Warden's power to evict the resident(s).
  
5. For the purposes of this written undertaking, the term "party" refers to the organised gathering in which alcohol is served or which involves outsiders.

Signed by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

# COMPLAINTS AND DISCIPLINARY PROCEDURES



***Living in a Hall community requires residents to show consideration and understanding towards others. There will be occasions when individuals are not considerate of others, and as such will disrupt the community environment.***

The Hall encourages residents to work together and communicate effectively to resolve conflict. However, if this procedure has had no effect and a resident wishes to make a complaint about the actions (noise, harassment or other situation which causes them offence) of another resident or a member of catering or cleaning staff, that person should bring their complaint to the attention of either a Deputy Warden or Warden.

Where a resident wishes to lodge a complaint about a Deputy Warden or Warden, that person should bring their complaint to the Chairman of the Board in writing.

All complaints will be investigated and followed up by the appropriate action (see below). The complainant will be informed of the action taken.

Students who are enrolled at Victoria University of Wellington (VUW) and live at Helen Lowry Hall are covered by the *Student Conduct Statute*. Residents should acquaint themselves with the appropriate documents.

Disciplinary matters arise whenever a resident breaches, while at Helen Lowry Hall, any of the published rules which govern behaviour at Helen Lowry Hall, or the *VUW Student Conduct Statute*.

## **The Disciplinary Procedure Is:**

- (1) The Warden will advise the resident that he or she is the subject of a disciplinary matter and give the resident the details of that matter.
- (2) As soon as practicable, the Warden(s) and the resident will meet with the Chairman of the Helen Lowry Hall Board (or his/her delegate) and one other Board member.
- (3) The resident may be accompanied at that meeting by one support person (or, at the discretion of the Chairman of the Board (or his/her delegate) more than one). That support person cannot be a person who is a subject of the same disciplinary matter.

- (4) At that meeting, the Warden(s) will explain to the Board members the nature and details of the disciplinary matter, and answer any questions which the Board members may have.
- (5) The resident will be invited to respond to that, to add any explanation or material which he or she wishes to add, and to answer any questions which the Board members may have.
- (6) The Board members will consider the matter and will, as soon as practicable and in writing, advise the resident and the Wardens of the penalty (if any) to be imposed. If possible, this will be done at a meeting comprising those people referred to in (2) and (3) above.
- (7) The penalties which may be imposed are those specified in section 4.6.3 of the *VUW Student Conduct Statute* i.e. the Warden may in addition, or instead, at that time or later –
  - (a) where the person is not a resident of the Hall of Residence, ban the person from the Hall of Residence or any part thereof for any specified period which he or she thinks fit
  - (b) where the person is resident in the Hall of Residence –
    - i. gives the person an oral or written warning;
    - ii. imposes a fine not exceeding twice the single room weekly full board rate;
    - iii. orders the payment of compensation for any loss or damage caused by or arising from the misconduct;
    - iv. assigns a particular community service project within the Hall of Residence;
    - v. excludes the person from any particular area of, or particular social activities in, the Hall of Residence;
    - vi. excludes the person from Helen Lowry Hall for any specified period, which s/he thinks fit;
    - vii. gives the person not less than 24 hours notice of eviction from Helen Lowry Hall, provided prior consultation has taken place with the Director, Student Services.
- (8) Records of the complaint, the proceedings and the penalty (if any) will be kept by Helen Lowry Hall for as long as is necessary, but will not be passed, at any time, to Victoria University of Wellington.

### **Injunction**

Nothing in this procedure shall prevent the Wardens from taking necessary immediate and short-term steps to address incidents of misconduct; for example by instructing the person to cease the misconduct and/or leave the area where the misconduct has occurred.



The personal computers in this room are provided for the benefit of all Helen Lowry Hall residents. To ensure that the maximum benefit is achieved, you are requested to be considerate to the needs of others and to observe the following conditions of use.

1. Course related use is to have priority over recreational use at all times.
2. No action is to be performed which may impede or prejudice the work of other users.  
Examples of such action include:
  - Introduction of password protection on hardware and/or software;
  - Introduction of virus software;
  - Modification or erasure of critical system and/or application files;
  - Modifications to application settings;
  - Modifications to start-up files (e.g. config.sys and autoexec.bat) or the Windows setup (e.g. screen resolution, desktop layout, etc).
3. No unlicensed software is to be installed. (An organisation that enforces the rights of software companies is now very active in NZ and will not hesitate to prosecute offenders under both the Copyright Act 1994 and the Crimes Act. The penalties under both Acts can be very severe.) Licensed software may be installed in certain circumstances, but only with the Wardens prior consent.
4. No material is to be installed or produced which may be hurtful or offensive to any person.
5. No action is to be performed which may cause costs to be incurred by Helen Lowry Hall or other users.

Please see the Wardens if you:

1. Require additional software or hardware to perform a course related task;
2. Experience software or hardware problems on any of the computers;
3. Require instruction on the use of any computer;
4. Wish to report abuse of any conditions governing the use of the computers;
5. Have recommendations for improving the computing facilities.

Also note that each computer will be periodically checked for misuse. At such times, all illegal software will be erased. In addition, should any of the above conditions of use be seriously breached, other action will be taken.

# REPLACEMENT COSTS



Lost Key	\$50
Mattress	\$220
Mattress protector	\$20
Sheet	\$25
Pillow	\$15
Duvet	\$45
Woolen blanket	\$150
Bed	\$800
Study chair	\$120
Lamp	\$10
Armchair	\$150
Curtains	\$100
Phone	\$50
Replace desktop	\$150
Carpet	\$500
Carpet shampoo	\$25+
Cleaning fee	\$50+

