

STUDENT RECRUITMENT REPRESENTATIVE SCHEME: EXPECTATIONS OF BEHAVIOUR



All students that undertake work as a member of the Student Recruitment Representative Scheme should adhere to expectations of behaviour and if you do not adhere to these you may no longer be able to participate in the Scheme.

Please read the below carefully to ensure you understand the expectations of behaviour:

BEHAVIOUR AND COMMUNICATION

- Be polite and professional at all times, understand the flexible nature of the role.
- Follow instructions from members of UEA staff.
- Do not smoke whilst working on an event.
- Only visit university outlets or facilities if given permission by event lead.
- You must remain at your allocated role for the duration of the event unless otherwise advised.

DRESS CODE

- You are provided with t-shirts, hoodies, coats and gilets to wear at all of the events you are booked to work for, it is compulsory to wear these so visitors and staff can identify you easily.
- You must dress also appropriately for work, and consider that you are working in a professional environment, predominantly with young people under the age of 18.

CANCELLATIONS, SICKNESS AND LATENESS

- You must inform the scheme coordinators as soon as you become unavailable to work.
- Failure to turn up to work without informing the scheme coordinators may result in removal from the scheme.
- If there is a reason you can't work on the day please call the contact number you have been given before you are due to start work.
- You may be asked to go home if you turn up more than 20 minutes late for work.

REMOVAL FROM THE SCHEME

- We may remove you from the scheme if you have committed any of the following during a shift:
 - Theft, fighting, misuse of drugs or alcohol or any other acts which might bring the University into disrepute
 - Arriving for work in an unfit state, for example under the influence of drugs or alcohol
 - Falsifying start or finish times
 - Leaving the event without permission
 - Negative feedback
 - Unwillingness to complete certain job roles or allocated roles
 - Negative attitude

We are happy and able to provide you with a reference unless you have been removed from the Scheme.