



THE  
**LOUGHBOROUGH**  
Schools Foundation

---

---

|                              |                                      |
|------------------------------|--------------------------------------|
| Policy Title:                | Alumni and Supporters Conduct Policy |
| Version Number:              | 1.0                                  |
| Approved By:                 | Foundation Executive Committee       |
| Date Approved:               | 14 August 2024                       |
| Date for Review              | Summer 2026                          |
| Point of Contact (Reviewer): | Director of Development              |

---

---

## Alumni and Supporters Conduct Policy

### Introduction

This Alumni and Supporters Conduct Policy outlines the expectations for all alumni and donors of Loughborough Schools Foundation (LSF) in their interactions with each other, current pupils, staff and the broader LSF community. This policy is designed to foster respect, integrity and professionalism, which reflects well on the alumni community and supports the Foundation's ongoing mission and values.

This policy applies to all alumni and supporter activities, whether on or off LSF property, including but not limited to reunions, meetings, events, and online forums managed by LSF or The Loughburians and OLCS Alumni Associations.

In the event of any breach of the standards referenced within this Policy, the Development and Alumni Engagement Office reserves the right to immediately terminate alumni and supporter benefits, including any engagement in our events or programmes, depending on the severity of the behaviour reported.

### Standards of Conduct

Alumni and supporters are expected to uphold the following standards of conduct:

- **Respect and Courtesy:** Treat all individuals with respect, courtesy and dignity, abstaining from any form of harassment, bullying, or discrimination.
- **Professionalism:** Engage with others in professional, transparent and ethical manner.
- **Positive Representation:** Act as a positive ambassador for the Schools and the Foundation, upholding their reputations.
- **Compliance with Laws and Policies:** Abide by all applicable laws and adhere to LSF's policies and procedures.

### Examples of contravening the Alumni and Supporters Conduct Policy

In their interactions or dealings with LSF, Alumni must not engage in behaviours that include, but are not limited to:

- **Aggressive or Offensive Behaviour:** Engaging in behaviour that is threatening, abusive, harassing or offensive.
- **Sexual Misconduct:** Acts of sexual harassment, assault, or any other form of unwanted sexual behaviour through any medium, including physical, verbal or online.
- **Harassment:** Behaviour that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment for them.

- **Illegal Drug Use:** Possessing, using, distributing, or selling illegal drugs at LSF events or on LSF property. Advocating or encouraging others to engage in such activities is also prohibited.
- **Social Media Misuse:** Posting offensive content or engaging in disrespectful interactions towards LSF and the LSF community.

### **Actions which might be taken if the Alumni and Supporters Conduct Policy is contravened**

If notified of an incident, the Director of Development, or an appropriate nominee, will take the following actions:

- **Investigation:** Conduct a thorough investigation to determine the facts of the alleged misconduct. During this period, alumni and supporter benefits and privileges may be paused.
- **Notification:** Inform the alleged offender of the complaint and provide an opportunity for them to respond.

Upon notification of an incident and the receipt of any related evidence concerning the alleged misconduct, the Director of Development, or an appropriate nominee, along with other relevant LSF colleagues involved in the incident, will decide whether the case can be managed locally within the Development and Alumni Engagement Office or if it needs to be escalated to the External Engagement Director or other Senior Leadership Team members.

As a result of the investigation, the individual may:

- **Receive a written or verbal warning:** If the offence is deemed minor, the individual will receive a written or verbal warning outlining that, if a further incident occurs, alumni and supporter services and benefits may be automatically withdrawn.
- **Be removed from the Loughburians' or OLCS Alumni Association or Supporter Community:** This includes suspending alumni and supporter privileges, removal from alumni associations and supporter groups, and barring from LSF events and premises. The alum or donor will receive written confirmation of the termination of their alumni or supporter benefits.

### **Notification of the withdrawal of alumni or supporter services and benefits**

If a decision has been made to terminate alumni or supporter benefits, the Director of Development, or appropriate nominee, will:

- Write to the alum concerned to acknowledge the incident and the immediate termination of alumni or supporter benefits.
- Record all relevant information related to the withdrawal of alumni services on the individual's alumni or supporter record
- Notify relevant stakeholders of the decision

- Terminate the alum or supporter's involvement with all LSF engagements and communications

Additional steps which will be taken, if necessary, might include:

- Ensuring all contact with the alum or supporter is directed via an assigned LSF staff member. Incoming contact from the individual might be blocked if concerns are sufficiently serious.
- Notes and warnings will be placed on the individual's record on the alumni and supporter database.

### **Reporting Misconduct**

Alumni, pupils, staff, and members of the wider LSF community are encouraged to report misconduct to the Development and Alumni Engagement Office by emailing [alumni@lsf.org](mailto:alumni@lsf.org). All complaints will be handled with sensitivity and discretion.

### **Appeals Process**

Alumni and supporters subject to action under this policy may appeal the decision by submitting a written appeal to the Development and Alumni Engagement Office within 30 days of the decision. An independent panel appointed by the External Engagement Director will review the appeal, which will either uphold, reverse, or modify the original decision.

### **Amendments**

This policy may be amended as necessary to reflect changes in the legal landscape or the evolving needs of the LSF community.

**Document Control Table**

| Version | Date    | Description of Changes               | Author         | Approved by                    | Effective Date |
|---------|---------|--------------------------------------|----------------|--------------------------------|----------------|
| 1.0     | 14.8.24 | Initial creation of policy document. | Sarah Musgrave | Foundation Executive Committee | 14.8.24        |