



British  
Pharmaceutical  
Students' Association

The Official Student Organisation of  
the Royal Pharmaceutical Society

## Governance Documents

This booklet is to keep additional documents which the BPSA utilises and works within together, in addition to the constitution and regulations and standing orders.

[Grievance Policy](#)

[Dignity and Respect at Work Policy](#)

[Branding Guidelines](#)

[Working Party Guidelines](#)

[BPSA Conference Committee Guidelines](#)

[IT Agreement](#)

## Grievance Policy

Last Reviewed: 11/08/2019

1. About this policy
  - 1.1. The British Pharmaceutical Students' Association (BPSA) believes that all members of the Executive, all representatives and members, and all externals should be treated fairly and with respect. If you are unhappy about treatment that you have received or about any aspect of your time with the BPSA, we ask that you discuss this with the President (or another member of Top Table if more appropriate), who will attempt to resolve the situation on an informal basis.
  - 1.2. In this document, 'Top Table' refers to the President, Vice President, Treasurer, Secretary General, Public Relations Officer, and anyone acting in the capacity of one of these roles as outlined in the Regulations.
  - 1.3. Where attempts to resolve the matter informally do not work, it may be appropriate for you to raise a formal grievance under this policy. Complaints that amount to an allegation of misconduct on the part of another executive member or representative will be investigated and dealt with under the disciplinary procedure.
2. Who is covered by the policy?
  - 2.1. This policy applies to all executives and representatives (collectively referred to as staff in this policy) and third parties such as sponsors, stakeholders, speakers and any guests or members which may attend meetings, conferences etc.
3. Medication



3.1. It may be appropriate for the matter to be dealt with by way of mediation, depending on the nature of the grievance. This involves using a trained colleague, or an external mediator, who will discuss the issues raised in the grievance with all of those involved and seek to facilitate a resolution. Mediation will be used only where all parties involved in the grievance agree.

#### 4. Confidentiality

4.1. Any grievance and appeal proceedings should be kept confidential by all parties involved and should only be shared with other parties where circumstances absolutely require it.

#### 5. Formal Grievance Procedure

##### 5.1. Step 1 – Submitting the formal grievance.

5.1.1. You should put your grievance in writing and submit it to the President. If the grievance concerns the President, it may be submitted to another member of Top Table, the Immediate Past President, or the Honorary Treasurer. The written grievance should set out the nature of the complaint, including any relevant facts, dates, and names of individuals involved so that it can be investigated.

5.1.2. Further attempts may be made to resolve the matter informally, depending on the nature of the complaint. However, if you are not satisfied with the outcome, you may insist on the matter proceeding to a full grievance hearing.

5.1.3. Before proceeding to a full grievance hearing, it may be necessary to carry out investigations of any allegations made, although the confidentiality of the grievance process will be respected.

##### 5.2. Step 2 – Grievance Hearing



- 5.2.1. The hearing will be held as soon as is reasonably practicable (this may be done online depending on the location of the people involved). It will usually be conducted by the President (or another member of top table, the Immediate Past President, or the Honorary Treasurer if the President is involved in the grievance) the Immediate Past President (IPP) and one Honorary Life Member (HLM).
  - 5.2.2. At the hearing, you will be asked to clarify (where appropriate) the nature of your complaint and what action you feel should be taken to resolve the matter. Following the hearing, the points raised will be investigated and it may be necessary to reconvene the hearing to ask additional questions or ask for further clarification.
    - 5.2.2.1. Where appropriate, temporary measures may be put into place for the duration of the investigation. These may include limited (or no) contact orders or the use of chaperones.
  - 5.2.3. Once the investigation has been completed, you will be informed in writing of the outcome as soon as is practicable and informed of any action that the BPSA proposes to take as a result of the grievance. We aim to respond within two weeks of the appeal hearing, however, if this is not possible, we will update you regularly as to our progress.
- 5.3. Step 3 – Appeal
- 5.3.1. If you're dissatisfied with the result of the grievance you may submit a formal appeal. This appeal should be made in writing within 5 working days of receipt of the grievance outcome.
  - 5.3.2. When lodging an appeal, we ask that you state the grounds of appeal and submit any further evidence that may be relevant to the appeal. The appeal will, where possible, be



heard by the Immediate Past President, the Honorary Treasurer, one HLM and two further alumni (preferably HLMs) who have not been involved in the grievance decision.

5.3.3. The appeal panel may—at their discretion—conduct an appeal hearing to review the evidence and the employee's grounds for appeal. The employee may be accompanied at the hearing by a colleague. For further information, see point 6.

5.3.3.1. The appeal panel will decide whether the outcome of the grievance was appropriate. The employee will be informed in writing of the appeal panel's final decision as soon as possible, usually within two weeks of the appeal hearing (where possible). There is no further right of appeal.

## 6. Role of the companion

- 6.1. You may be accompanied at the hearing by a colleague. It is your responsibility to inform the panel of the name of your chosen companion prior to the hearing.
- 6.2. If it is felt that the presence of your chosen companion is not appropriate—for example, if their presence may prejudice the hearing—then we may reasonably request that you select another companion.
- 6.3. Your chosen companion has the right to address the hearing to put your case, sum up the case, respond on your behalf to any view expressed at the hearing and confer with you during the hearing.
- 6.4. Your companion may answer questions on your behalf or address the hearing only when you decline to address the hearing yourself.



7. Monitoring and Review of this Policy

- 7.1. The President is responsible for the implementation of this policy. All staff should take the time to read and understand the policy and should you have any questions about its content or application, contact the President, the Immediate Past President, or any other member of Top Table.
- 7.2. This policy will be reviewed and signed yearly by all members of the Executive.

## Dignity and Respect at Work Policy

Last Reviewed: 16/07/2019

1. About this policy
  - 1.1. The British Pharmaceutical Students' Association (BPSA) is committed to providing a working environment free from harassment and bullying and is determined to ensure all executive and representatives are treated, and treat others, with dignity and respect.
2. Who is covered by this policy?
  - 2.1. This policy applies to all executive and representatives (collectively referred to as staff in this policy) and third parties such as sponsors, stakeholders, speakers and any guests or members which may attend meetings, conferences etc.
3. What is harassment?
  - 3.1. Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
  - 3.2. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
  - 3.3. Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.



- 3.4. Harassment may include, for example: (a) unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing; (b) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless); (c) offensive e-mails, text messages or social media content; (d) mocking, mimicking or belittling a person's disability.
  - 3.5. A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.
4. What is bullying?
- 4.1. Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.
  - 4.2. Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:
    - (a) physical or psychological threats;
    - (b) overbearing and intimidating levels of supervision;
    - (c) inappropriate derogatory remarks about someone's performance;
  - 4.3. Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.
5. Equality, Diversity and Inclusion





- 5.1. The BPSA recognises and values diversity amongst its staff, sponsors, guests and members and is committed to the principle of equality of opportunity in all its activities and functions.
  - 5.2. We are determined to ensure that this commitment is reflected in practice through our policies, procedures and day to day work and expect that members and staff, when acting on behalf of the BPSA, will treat all people equally, with fairness, dignity and respect.
  - 5.3. The principle of equality of opportunity applies to decisions in all parts of the BPSA about recruitment, selection, promotion, training and development and membership of the BPSA.
6. If you are being harassed or bullied or not being treated with dignity and respect
- 6.1. If you are being harassed or bullied, or not being treated with dignity and respect, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to the President, who can provide confidential advice and assistance in resolving the issue formally or informally.
  - 6.2. If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure.
  - 6.3. We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused will only be disclosed on a "need to know" basis.



6.4. Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by a member of staff the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as sponsor or guest, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

## 7. Protection and Support for those involved

7.1. Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

## 8. Responsibility for implementation of this policy

8.1. We are all responsible for the implementation of this policy. You should ensure that you take the time to read and understand the policy and should you have any questions about its content or application, contact the President.



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## Branding Guidelines

Last Reviewed in 2022

[https://www.rpharms.com/Portals/0/RPS%20document%20library/Open%20access/Students/00337%20002%20104%20BPSA%20Brand%20guidelines.pdf?ver=mhSL\\_I2kv7ifIT6iJlylg%3d%3d](https://www.rpharms.com/Portals/0/RPS%20document%20library/Open%20access/Students/00337%20002%20104%20BPSA%20Brand%20guidelines.pdf?ver=mhSL_I2kv7ifIT6iJlylg%3d%3d)

Any non-official BPSA social media pages shall not use the BPSA logo without approval from the BPSA Executive.

## Working Party Guidelines

Last Reviewed in 2023

This guideline is to give detailed direction and assistance to the Working Party. It should be stressed, however, that these are only guidelines, and that any decisions or recommendations made by the committee are up to the discretion of the elected members. These guidelines should ideally be updated regularly, with the recommendations of the outgoing committee.

A Governance Working Party should ideally be formed at least every three years, with regular reviews to structures taking place every mandate by the Executive.

### Governance

Like any professional organisation, the BPSA has governance structures that ensure it undertakes the role it is supposed to, and is working in the best interest of its members. Not only do we have a Constitution and a set of Regulations, but we also have a number of guidelines, policy documents, and agreements.

### Working Party

The BPSA has the ability to create 'Working Parties' to tackle a specific task that may require wider input from our members and alumni. A Governance Working Party enables the structures and documents which the Association works within to be reviewed and updated by individuals not working within these at the time. This varies from a constitutional working party which is only able to propose changes to the constitution.

#### 1. Electing the Governance Working Party

- 1.1. A Chair of the Governance Working Party shall be elected by the delegation at Annual Conference. The serving members should ideally be an existing HLM or a previous Executive member, but not a current Executive member.

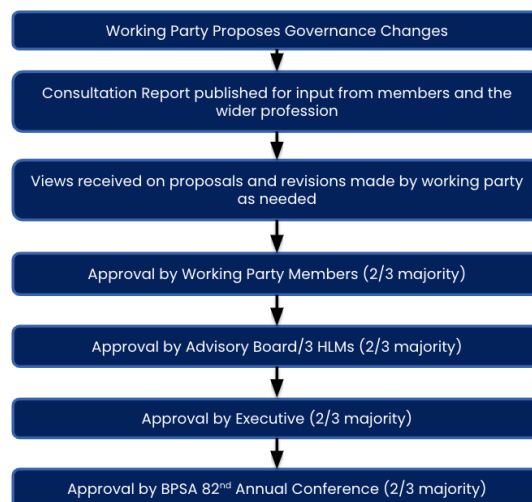


- 1.2. It is essential that this individual has expert knowledge of the Association and its history. This individual must inform the current Executive of their nomination prior to the Annual Conference.
- 1.3. The Chair needs to be elected during the week and nominations for a Sub-Chair will be opened and voted on by this Chairperson and the outgoing Advisory Board.
- 1.4. The Chairperson and the Sub-Chair will then open and vote on nominations to form the rest of the Working Party.
- 1.5. Working Party members must declare any conflicts of interest. These will be discussed by the Executive and the Working Party in the absence of said Working Party member, to decide on an appropriate course of action if any action is required.
- 1.6. The Working Party will carry out their duties as set out in the grievance policy and respect at work policy.
- 1.7. The Working Party will serve until the next Annual Conference where the proposed changes will be voted on. Unless in the event of resignation
  - 1.7.1. If a member of the Working Party is failing to, or unable to, carry out their duties, the remaining members may vote to remove them. This decision must be finalised by the current Executive.
  - 1.7.2. Any member wishing to resign from the Working Party must do so in writing, to both the chair of the Working Party (Sub-Chair in the event where the member is the Chair) and the current President of the Association. At least one month's notice is required.
  - 1.7.3. In the event of a vacancy the position may be filled as in 1.4.

## 2. Structure of the Governance Working Party



- 2.1. Set a timeline and deadlines.
- 2.2. Create a prioritised list of structures and documents to be reviewed. This may include creating new processes and documents.
- 2.3. Delegate tasks to members of the Working Party.
- 2.4. Update the Executive regularly, and assign tasks which require Executive input to the Executive (e.g. Role of the Advisory Board). The Working Party should receive an invitation to at least one Executive meeting.
- 2.5. If feasible, a budget should be set aside to allow the Working Party to hold an in-person meeting.
- 2.6. All proposed changes must be approved as follows, prior to coming into force at the start of the next Executive mandate.
  - 2.6.1. Proposed changes must be promoted across the Association's social media and on the website; such notification to be given at least fourteen days before the conference.
- 2.7. Provide feedback for future working parties.





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## BPSA Conference Committee Guidelines

These guidelines are to give detailed direction and assistance to the various conference committees. It should be stressed, however, that these are only guidelines, and that any decisions or recommendations made by the committee are up to the discretion of the elected members.

These guidelines should ideally be updated annually, with the recommendations of the outgoing committee.

## Honorary Life Membership Committee Guidelines

1. Electing the HLM Committee
  - 1.1. There are three members of the committee, elected by Annual Conference. Serving members should be an existing HLM, an Executive member and a non-Executive member.
  - 1.2. It is essential that at least one member has previously served on the committee, to ensure continuity.
  - 1.3. Ideally, members of the Association who are eligible for an HLM nomination should not be elected onto the committee.
  - 1.4. The committee needs to be elected early on in the week in order that they have sufficient time to collect nominations and assess them before deciding who should receive an HLM.
2. Nomination procedure
  - 2.1. Set a deadline after which nominations cannot be submitted. This deadline should allow you enough time to read through and decide successful nominations and get proposers to write speeches before the HLMs are given. (This process will probably take longer than you think!).





- 2.2. Regular announcements during conference business need to be made to make people aware of how to nominate someone, where to get information about existing HLMs, possible candidates and to remind delegates about the deadline.
  - 2.3. Only nominations received from individuals should be considered, no multiple signatory nominations should be accepted. This is in part historical, from circumstances arising one particular year in which nominations turned out to be like a petition. In this case the nominations lose their worth, as they are less personal. Also, the proposing speech is normally written from nominations, in which case the speech would have less material to be written from if more people had signed the nominations.
  - 2.4. The nominations must remain confidential, even after Annual Conference. It would be very upsetting for someone to find out they had been nominated but the HLM committee had decided not to give them an HLM.
3. Choosing and proposing HLMs
    - 3.1. The definition of an HLM is somebody who has undertaken "outstanding service to the organisation." This means service to BPSA and not to pharmacy in general or any other organisations. There are no set criteria of what qualities an HLM should have, what position(s) on the exec they should have held, etc. It is up to the discretion of the HLM committee to assess if the nominated person has gone "above and beyond." Remember that previous HLMs have included Executive members, non-Executive members who have given continual support (e.g. Joyce Kearney), pharmacy politicians and eminent figures (e.g. John D'Arcy and Mike Smith).
    - 3.2. The nominations must remain secret until the HLMs are presented. But, in deciding the HLMs, the committee can seek the advice of other conference delegates by asking tactful and indirect questions



– without coming out and saying that a particular person has been nominated. Similarly, current HLMs can be asked for guidance as long as they do not know who is being nominated.

3.3. When choosing who to propose an HLM, consider:

3.3.1. Who is close to the HLM and will therefore make it special for them.

3.3.2. The proposer does not necessarily have to be a member of the HLM committee.

3.4. Writing the proposing speech

3.4.1. Everyone has their own style of speaking, so it should be the proposer who writes the speech with the help of the committee, not the other way around.

3.4.2. Possible things to include are:

- A history of the involvement of the person with BPSA.
- Why they deserve it and what qualities they have to make them worthy of it.
- Anecdotes or funny stories about them and BPSA.
- Personal stuff!

## Steering Committee Guidelines

1. Electing the Steering Committee

1.1. The Steering Committee must be elected before motions can be debated at conference.

1.2. There are three members of the committee, elected by Annual Conference. Where possible, serving members should be one



Executive member, one member with previous conference experience and one other member of the delegation.

## 2. The role of the Steering Committee

The Steering Committee has four main roles to help conference business run as quickly and smoothly as possible:

### 2.1. Electing the Steering Committee

2.1.1. The Steering Committee presents motions to conference to debate, ideally in a PowerPoint format. If using overheads, they should be clearly written and spelt correctly. Prepare these in advance to keep conference business running smoothly.

2.1.2. The Steering Committee should assist the Secretary General in recording any motions debated at conference and keep backup copies of the motions.

2.1.3. All motions should begin with: 'This Association believes that' or a similarly worded statement.

2.1.4. All motions must be proposed and seconded by a member. The members' full names, their Schools of Pharmacy and which year they are currently in should be displayed on the motion.

### 2.2. Providing Guidance for Writing Motions:

2.2.1. Forms should be made available to members on which they can submit motions.

2.2.2. The Steering Committee should assist members in formulating their motions so that they are concise, do not contain jargon or unknown abbreviations, are grammatically correct and easy to read.



- 2.2.3. If motions require to be altered during a debate (e.g. the wording of a motion is changed, or the motion is to be voted on in parts), members of the Steering Committee should re-word the motion without losing that motion's original spirit. If using PowerPoint to present the motions, strikethrough deleted words and add new words in red to be able to clearly see the amendment.
- 2.2.4. If a motion is amended the original proposer and seconder must accept the amendment(s) in order for the motion to still belong to them. If the original proposer and seconder do not accept the amendment(s), yet the delegates vote to keep the amendment(s), the motion will belong to the proposer and seconder of the amendment(s).

2.3. Information source:

- 2.3.1. The Steering Committee is an information source for Conference Business. Whether for formulating motions, providing information for speeches or other points, the Steering Committee should be able to offer unbiased information and materials.

Ideally the Steering Committee should have easy access to:

- Past issues of the Pharmaceutical Journal
- Copies of the BNF and where possible a Martindale
- Other textbooks as deemed necessary
- A dictionary
- A thesaurus

2.4. To Provide a Balance:

The Steering Committee should strike a balance between three types of motions:



- 2.4.1. Association Motions: These are motions that are deemed important for the BPSA by the Executive committee. These can be changes to the constitution, necessary policy statements arising from events that occurred during the year, reorganisation of the association or introduction of new events or services.
- 2.4.2. Individual Members Motions: These are motions brought forward by members at conference business. Although not guided by Executive members, these motions are just as important as Association motions as this is how the members dictate policy for the next year and express student views. It is important to distinguish between Association Motions and Individual Member motions.
- 2.4.3. Funny Motions: These are used to break up serious motions or provide relief after a long debating session. However, although these motions can be fun it is important for the Steering Committee to remember that these types of motions should not dominate conference business and are only there for entertainment. It is recommended to have only 1 to 2 of these each day as a maximum.

It is important that the Steering Committee makes good use of conference time to get through as many motions as possible. In an ideal world there would be enough time for all motions to be debated, but unfortunately this is not the case. Therefore the Steering Committee must be able to prioritise motions where necessary, and liaise with the Secretary General and President regarding which motions are most important.

### 3. Points to Remember



- 3.1. Whether a member of the Steering Committee agrees or disagrees with a motion, he or she must remain unbiased in helping members present their motion to conference.
- 3.2. Where possible KISS (Keep It Simple Stupid).
- 3.3. Remember to strike a good balance between all types of motions presented by members.

### Finance Audit Committee Guidelines

The Finance Audit Committee is made up of three members to be nominated on the first day of business at the Annual Conference.

These three members should comprise of:

- One HLM
- One Executive member
- One other conference delegate

Preferably one of the committee should have previously sat on the Finance Audit Committee or have some knowledge of association account keeping.

The committee should arrange a time during the week of conference to meet with the outgoing Treasurer and look through the accounts and Executive expenses for the year.

This meeting is to be arranged before the scheduled time of the Treasurer's verbal report to Annual Conference.

The Treasurer should produce for the committee the bank statements for that year as well as the account book and a copy, for each committee member, of their Annual Report.

The Treasurer's Annual Report should contain a breakdown of:

- Individual members' expenses compared to the treasurer's budget figures for that year and the previous year's Executive expenses.
- The total expenses paid out to National Representatives/PSA representatives/subcommittee members/old Executive etc.
- All expenses should be further subdivided into travel, stationary, postage, phone and miscellaneous expenditures.
- Each BPSA satellite account incoming and outgoing. Where possible there should be a budget available for comparison.
- A sum total of the income – expenditure for the BPSA year from all accounts and an estimation of BPSA's current financial situation.
- Recommendations for the incoming Treasurer.
- A copy of the Finance Review Committee's report.
- The Annual Report of meetings attended/Executive roles not directly relating to the BPSA finances should be contained within the report but need not be considered by the Finance Audit Committee.

The FAC should look through the accounts and question the Treasurer on any unusual figures e.g. if expenses are high/low for particular Executive members.

Consideration should be made by the committee to any special circumstances e.g. Executive members who have been especially active therefore have high travel costs or those who are required to travel long distances.

The committee should also look for situations where Executive members appear to not be claiming expenses as they should be encouraged to do this regularly so as not to be out of pocket.

Incomings and outgoings of accounts should be considered in terms of financial viability of events, levels of sponsorship, cost to members etc.

Often one or two events may lose money each year but this must be weighed up against the benefits of keeping that event running.

The final balance of the BPSA accounts should be monitored. Considering a buffer of around £10–15k as substantial to cover BPSA should 2 big events fold the following year; plans for possible reinvestment of surplus monies should be considered.

The Finance Audit Committee should produce a list of recommendations for the Annual Conference, which should be presented by one spokesperson, following the Treasurer's annual report to Conference.

The Finance Audit Committee should also state whether or not they accept the recommendations of the Treasurer.

## IT Agreement

Last Reviewed in 2023

1. Emails and 'Google Services'
  - 1.1. All users are provided with a 'Google Account' administered by the IT Officer or other members of 'top table' on the domain bpsa.co.uk.





- 1.2. All users must abide by the terms of service as provided by Google available here:  
[http://www.google.com/mail/help/terms\\_of\\_use.html](http://www.google.com/mail/help/terms_of_use.html)
  - 1.2.1. In the event of a conflict, the BPSA IT Agreement takes precedence.
  - 1.3. The IT Officer reserves the right to enable or disable 'Google Services' as appropriate for the Executive.
  - 1.4. All email is provided as a 'Google Service' and emails arrive on a Google server, which is available on an 'as is' and 'as available' basis. The BPSA, and the IT Officer of the Association, take no responsibility for down time, security, or loss as a result of using the email or other 'Google services'.
2. Usage
    - 2.1. The BPSA email accounts are to be used for official Association business only.
    - 2.2. You may not use your account for personal use. You may not use your account to sign up to online message boards. You may not use your account to register on any password protected service not directly linked to your job role.
    - 2.3. You may use your account to register on a password protected service directly linked with your job role, with prior approval from the IT Officer of the Association.
    - 2.4. You must ensure that you use your email account lawfully within UK and International laws and that any usage of the email account will not bring the Association into disrepute.
    - 2.5. It is your responsibility to ensure that only you have access to your account. The Association will not be held responsible for activities on your account that were not carried out by the account holder.



- 2.6. The IT Officer reserves the right to access all email and data held and may also request copies of any correspondence held elsewhere.
- 2.7. The IT Officer reserves the right to maintain delegated access to all accounts.
  - 2.7.1. In the event of delegate access being removed by a user, a warning will be provided along with a request to reinstate delegation access. If no action is taken by the user after 2 warnings, then the IT Officer may suspend the account while delegation from the account to the IT Officer is reinstated.

### 3. Content and Data

- 3.1. You must ensure that all outgoing email and data obeys UK and International laws and that any usage of your account will not bring the Association into disrepute. It is also your duty to omit unprofessional links that may flag your email as spam, (junk email).
- 3.2. All outgoing email and data must be devoid of any content that is unlawful, defamatory, harassing, abusive, fraudulent, and obscene to any individual or company. You are encouraged to ensure your computer is running up to date virus protection software so that outgoing email and data is not duly infected.
- 3.3. Expletive language must be avoided as this is unprofessional.
  - 3.3.1. Replacing letters with punctuation is not a suitable replacement for the full word.

### 4. File Uploads

- 4.1. File attachments may be sent using your account, but are limited to a maximum of three Executive members. Files to be sent to more than three Executive members, or to the entire Executive, must be uploaded to 'Google Drive' and made accessible to the Executive only.



- 4.2. It is your duty to make sure your computer is sufficiently protected from malicious software and that all uploads to 'Google Drive' or email attachments are free from such malicious software.
  - 4.3. Email attachments or files uploaded to 'Google Drive', and made available outside the Executive, must not contain sensitive information regarding any individual, group, the Association, or its sponsors. Such sensitive files are to remain accessible to the Executive only.
5. Maintenance
- 5.1. It is your duty to check your email account regularly and to delete all unnecessary correspondence.
  - 5.2. You must ensure that all spam messages are flagged as spam and deleted. Any email addresses being incorrectly flagged as spam should be reported to the IT Officer ([itofficer@bpsa.co.uk](mailto:itofficer@bpsa.co.uk)) so they can be investigated.
  - 5.3. All accounts have a limit of 30GB of storage. A warning will be sent once this limit has been reached. If no action is taken by the user after two warnings, then access to the account will be temporarily suspended by the IT Officer until the issue is resolved.
6. Security
- 6.1. It is your responsibility to ensure your computer is protected from viruses and other external attacks. The Association accepts no loss due to such attacks on any computer.
  - 6.2. It is your responsibility to make sure no one else can gain access to your account.
    - 6.2.1. You should not share your account details.
  - 6.3. The IT Officer reserves the right to reset passwords deemed to be insecure.



## 7. Identification and Signatures

- 7.1. Upon gaining access to your account you must change the account holder's name to your own, if this has not already been done.
- 7.2. All outgoing email must end with the official signature.
- 7.3. All outgoing email external to the BPSA will be automatically appended with a standard disclaimer as given below:

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BPSA is the Official Students' Organisation of the Royal Pharmaceutical Society.

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## 8. Misuse

- 8.1. As an Executive member it is your responsibility to follow the terms set out within the IT Agreement. You will be notified of any misconduct by the IT Officer of the Association. Repeat offences may result in your account being suspended.

8.1.1. Misuse of the IT Officer account will be monitored by the President of the Association.

## 9. Termination of online Access

- 9.1. The IT Officer and President of the Association reserves the right to terminate access to your account if any misconduct or unlawfulness is suspected.



- 9.2. This agreement, along with access to your account, will be terminated at the end of your term in office. Should you be re-elected onto the Executive of the Association a new agreement will have to be signed.
10. The Association may provide other IT services to the Executive, such as Zoom accounts. All accounts must be used in accordance with the Association's requirements. Any data (e.g. recordings) must be made to the respective Association cloud server and not to personal devices. All accounts will be managed by a member of the 'top table', or the IT Officer. You must act in accordance with clauses 2.1, 2.2, 2.5, 2.6, 3.2, 3.3, 6.1, 6.2, 6.3, 7.1, 8.1 and 9.