

University of Exeter Leaflet and Poster Policy V1.0

Aim

The purpose of this policy is to set out the university's requirements for the display and/or distribution of leaflets and posters on the Streatham and St Luke's Campuses.

The University is committed to the protection of academic freedom and freedom of speech within the law, alongside a duty of care to its students, staff and visitors. This freedom does not extend to promotion materials that would be in breach of the law, including those related to hate speech and counter-terrorism legislation. Material promoting extremist and illegal views or that incites extremist and illegal behaviour is explicitly prohibited.

This policy sets out the University's approach to fulfil this duty, and that the requirements of the policy are documented and transparent.

Definition

The definition of leaflets and posters for the purpose of this policy encompasses the below:

Any posters, leaflet, documents, visual displays, oral or electronic messages that are intended to be displayed and/or distributed either on-campus or at external events linked to the University.

- Promoting an event, group, institution, organisation, cause or product
- Providing further information in relation to an event, group, institution, organisation, cause or product
- Materials intended to influence the reader/viewer/listener

Scope

This policy applies to materials as described in the above definition being displayed or distributed by any person, group or organisation, whether linked to the University or not.

Out of Scope

Digital and print communications on behalf of the University are managed by Communications and Marketing Services. Prior to release of marketing material, all content will undergo an approval process to ensure it is accurate at the time of publication and compliant with current legislation. The promotion of private events held on University property (including residences) is not permitted, and is therefore not within the scope of the policy.

Related University Policies

[University Agreement on Academic Freedom](#)

[University Freedom of Speech Policy](#)

[University Speakers and Events Policy](#)

[University Prevent Support Referrals Policy](#)

[Public Order Act 1986, Part III, Racial Hatred](#)

[Public Order Act 1986, Part 4a, intentional harassment, alarm or distress](#)

[Social Media Policy for employees](#)

[Social media guidance for staff and students](#)

Responsibility for Implementation

Responsibility rests with the following senior managers:

Director of Compliance, Governance and Risk on behalf of the Registrar and Secretary (overall responsibility)

Acting Director of Commercial Services (for materials relating to events booked via Event Exeter)

Student's Guild Events, Health and Safety Manager (for materials produced by Student's Guild affiliated Student Groups)

Directors of College operations (for materials displayed/distributed at College booked events)

Timetabling Manager (for materials produced by student groups not affiliated to either student's union when booking events)

Operations Manager and Contracts and Residence Experience Managers (for materials displayed or distributed within residences)

Director of Campus Infrastructure and Operational Support Services (*Forum Management Team*)

Director of Communications and Corporate Affairs (communication of policy to staff and students)

Head of Security (removal of material in breach of policy)

Lazenby Chaplain (for materials displayed or distributed within the Multi-Faith Chaplaincy spaces)

Head of Student Services (with regard to the potential invocation of the University disciplinary process)

Standard to Meet	Accountability	Reference Document/More Information
<p>1 Approval of policy 1.1 The Leaflet and Poster Policy and associated Protocols are approved under the University Consultation and approval process. 1.2 The Registrar and Secretary is responsible for ensuring that all Leaflet and Poster policy, protocols and guidelines are written in accordance with the relevant Regulation and legislation and are fit for purpose.</p>	<p>Director of Compliance, Governance and Risk</p>	
<p>2 Communication of policy to relevant staff 2.1 All staff responsible for implementation are aware of and able to implement the policy</p>	<p>Acting Director of Commercial Services Student's Guild Head of Resources and Health & Safety Timetabling Manager Operations Manager and Contracts and Residence Experience Managers (Residences) Head of Security Head of Facilities Management INTO Head of Student Services</p>	
<p>3 Communication of policy to students 3.1 All students are aware of the requirements with regard to the use of leaflets and posters</p>	<p>Director of Communications and Corporate Affairs INTO Head of Student Services</p>	
<p>4 Student groups material (outside of an event) <u><i>If a group is affiliated to the Students' Guild:</i></u> 4.1 Material cannot be displayed prior to the event having been approved via the Student's Guild events risk assessment process 4.2 Material must not be displayed before it has been approved by the Students' Guild, including stamped approval that the content is not in breach of policy <u><i>If a group is not affiliated to the Students' Guild:</i></u> 4.3 Leaflets and/or posters for display/distribution must be reviewed by the Forum Management Team for assurance that it is not in breach of the policy. <u><i>For both Affiliated and Non-Affiliated Groups:</i></u></p>	<p>Student's Guild Head of Resources and Health & Safety</p> <p>Director of Campus Infrastructure and Operational Support Services Head of Facilities Management Operations Manager and Contracts and Residence Experience Managers (Residences)</p>	<p>AV Poster Approval Guidance</p> <p>Extremist Right Wing Symbols Guidance <i>Note – this is not exhaustive. Please refer any unknown symbols to prevent@exeter.ac.uk, and they will be investigated.</i></p>

	<p>4.4 Content inciting extremist and illegal behaviour is explicitly prohibited and may result in the party or parties responsible being subject to the University disciplinary procedures and may also be reported to the police</p> <p>4.5 If extremist symbols or commentary is included, the context must be carefully considered before allowing materials to be used</p> <p>4.6 Material may not be displayed promoting a commercial organisation.</p>	<p>Directors of College operations Lazenby Chaplain INTO Head of Student Services</p>	<p>Prayer and Faith Facilities Policy</p>
5	<p>Student Groups Material (at an event)</p> <p>5.1 University staff may review material that is distributed at an event, and have the right to confiscate any material found to be in breach of policy.</p> <p>5.2 If extremist symbols or commentary is included, the context must be carefully considered before allowing materials to be used or the event to continue.</p> <p>5.3 Content inciting extremist and illegal behaviour is explicitly prohibited and may result in the party or parties responsible being subject to the University disciplinary procedures and may also be reported to the police</p>	<p>Head of Facilities Management Head of Security (<i>Estate Patrol team</i>) Student's Guild Head of Resources and Health & Safety Head of Student Services INTO Head of Student Services</p>	<p>Extremist Right Wing Symbols Guidance <i>Note – this is not exhaustive. Please refer any unknown symbols to prevent@exeter.ac.uk, and they will be investigated.</i></p>
6	<p>Teaching, Research, Study and Employability Events</p> <p>6.1 It is the accountability of the University member of staff booking an event to assess whether supporting materials are in breach of hate crime, counter terrorism legislation or other legal obligations.</p> <p>6.2 If extremist symbols or commentary is included, the context must be carefully considered before allowing materials to be used</p> <p>6.3 Content inciting extremist and illegal behaviour is explicitly prohibited and may result in the party or parties responsible being subject to the University disciplinary procedures and may also be reported to the police</p>	<p>Directors of College operations Employability Managers INTO Head of Student Services</p>	<p>Extremist Right Wing Symbols Guidance <i>Note – this is not exhaustive. Please refer any unknown symbols to prevent@exeter.ac.uk, and they will be investigated.</i></p> <p>University Teaching and Research Speakers Process</p>
7	<p>Commercial and/or corporate Events</p> <p>7.1 It is a requirement of contract that commercial and/or corporate booking requests are accompanied by a risk assessment completed by the customer. This includes a declaration that leaflets and/or posters used will be not breach hate speech or counter terrorism legislation</p> <p>7.2 University staff may review material that is distributed at an event, and have the right to confiscate any material found to be in breach of policy.</p> <p>7.3 If extremist symbols or commentary is included, the context must be carefully considered before allowing materials to be used or the event to continue</p> <p>7.4 Content inciting extremist and illegal behaviour is explicitly prohibited and may result in the party or parties responsible may be confiscated and reported to the police</p>	<p>Acting Director of Commercial Services</p> <p>Head of Facilities Management</p> <p>Head of Security (<i>Estate Patrol team</i>)</p>	<p>Extremist Right Wing Symbols Guidance <i>Note – this is not exhaustive. Please refer any unknown symbols to prevent@exeter.ac.uk, and they will be investigated.</i></p> <p>University Speakers and Events Policy</p>
8	<p>Private Events</p> <p>8.1 Leaflets and/or posters for private events should not be displayed or distributed and will be removed</p> <p>8.2 If such material is identified, and extremist symbols or commentary is included, the responsible party or parties may be subject to the University disciplinary procedures.</p> <p>8.3 If such material is identified and contains content inciting extremist and illegal behaviour, the party or parties responsible may subject to the University disciplinary procedures and reported to the police</p>	<p>Head of Facilities Management</p> <p>Head of Event Operations (<i>Event Exeter</i>)</p> <p>Head of Security (<i>Estate Patrol team</i>)</p> <p>Head of Student Services</p> <p>INTO Head of Student Services</p> <p>Director of Commercial Services</p>	
9	<p>Material found in breach of policy</p> <p>9.1 If any staff member identifies material in breach of this policy, they must remove it and report to Security, stating where it was found, and (if known) who had placed it there.</p> <p>9.2 Security must provide detail of any material in breach of the Prevent duty to prevent@exeter.ac.uk</p>	<p>All staff</p> <p>Head of Security (<i>Estate Patrol team</i>)</p> <p>Prevent Team</p>	
10	<p>Social or other digital Media</p> <p>10.1 Posts made on social or other digital media that mention the University are monitored by the Communication and Marketing team. If any posts are made</p>	<p>Director of Communications and Corporate Affairs INTO Head of Student Services</p>	

	<p>in breach of policy, action may be taken to have the post deleted, and further action may also be taken where appropriate.</p> <p>10.2 If a post is reported by alternative means that implicates but does not explicitly name the University, the same action may be taken as at 10.1. It should be noted that the University does not undertake to routinely or systematically monitor the posts of staff and students.</p>		
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Document Revision History

First publication Date	October 2018	Author:	Risk and Compliance Officer
Key Contributors	All identified accountable parties		
Approved By:	PCG, PSLT and Mike Shore-Nye	Approval Date:	03 September 2018

Version	Revision Date	Modified by	Description of revision	Approved by (if appropriate)	Approval Date
1.0	12/09/18	Risk and Compliance Officer	First version of policy, following consultation with all key stakeholders, University Prevent Compliance Group, and Professional Services Leadership Team (PSLT).	Mike Shore-Nye PSLT	03/09/2018