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Emergency Numbers

Medical Emergency
If a resident or guest requires immediate medical attention, call 911. You should also notify the hall office. Housing staff members are not permitted to transport students to the hospital.

Safety or Disturbance
For fire or injury, call the police at 911. If you encounter a safety problem (such as broken doors or windows) or a disturbance in a hall, call the hall office.

All Emergencies................................. 911

Police/Fire/Ambulance...........319-273-2712

UNI Police.................................319-273-2712

Suicide Hotline...................800-784-2433

Health Clinic .........................319-273-2009

Counseling Center ...............319-273-2676

Substance Abuse ...............319-273-3423
Security is the shared responsibility of each resident and staff member. Residents are responsible for locking their rooms and assisting with maintaining a secure facility.

Fire
When a fire is discovered, residents should pull an alarm and evacuate the building. When an alarm sounds, residents must leave the building. When leaving a room, if safe and possible students should:
• Turn off lights
• Put shades up and open curtains
• Leave all room doors leading to the hallways closed
• Lock your door

Do not use the elevators during evacuation of the hall. Exit the building by the nearest exit or the exit furthest from the fire or smoke when the alarm is sounded.

Residents should remain at least 50 feet away from the building or the area designated by housing staff. Be aware of incoming emergency vehicles and avoid congregating in parking lots, drives or roads. Residents may not re-enter until an “all-clear” signal is given by UNI staff or fire department officials.

Fire drills are preformed four times per academic calendar, the first to occur 10 days from when classes start.

Tornado
In the event of severe weather, you should stay tuned to a local radio or TV station for the latest report on conditions. Residents will be alerted to tornado warnings by a prolonged blast from sirens located on campus. If you are signed up for UNI Alert, information will be sent to the number you provided.

The warning siren is tested at 11 a.m. on the first Wednesday of each month. Residents should:
• Close and lock room door on the way out.
• Move to an interior hallway; residents in high rise buildings should move to lower floors.
• Sit on floor away from glass and doors.

But return to their room until the warning is over.

Safety Escort Services
UNI Police provides safety escorts to students who need rides at night from parking lots or locations on campus. You may inquire by calling 319-273-2712. Put this number in your cell phone.

UNI Alert
The UNI Alert system automatically (within 20 minutes) notifies all current students, faculty, and staff of emergencies and threats to physical safety, such as violence, tornado warning, hazardous material incident, cancelled classes, university closure, etc. Notification is by cellphone landline phone, email, and text-message. The system uses the contact information found in the official university directory which individuals should make sure is up to date at all times (see Safety link at bottom of the UNI home page).

If you want to change your emergency contact information, log in to MyUNIverse and click on Update my personal information/UNI Alert Tab.

You’re the only person who can update this data. Please review it carefully.

For more information visit: uni.edu/resources/alert

Card Access
Each hall is locked 24 hours a day. Students who live in the building may gain access by presenting their student ID to the card access reader. The card access reader is often a black box, mounted on a wall near the door, or a box on the door itself. If the card presented does not unlock the door, and you should have access to the building you may obtain assistance from the Housing & Dining office in Redeker Center during business hours or contact the hall office.

Non-residents of the building will not be permitted to enter the hall unless accompanied by a resident who lives in that building.

Residents are not to give non-residents access to outside entrances and are not to let non-residents into the halls unless they are accompanied by another resident(s).
Hall Information

Hall Offices
Hall offices are located in each building or area. You can have your questions answered, pick up packages, obtain lock out keys, or schedule a meeting with housing staff at the hall office.

Calling for Assistance
Each hall has a phone number that is answered by a UNI Staff member that can help. This phone is answered by a staff member regardless of the day or time of day that you call. This number during business hours is answered by desk staff, and after hours is answered by a resident assistant.

**BENDER** 319-273-2658  **LAWather** 319-273-2148  **RIDER** 319-273-2249  
**DANCER** 319-273-2376  **NOeHREN** 319-273-2229  **ROTH** 319-273-7051  
**HAGEMANN** 319-273-2580  **PANThER VILLAGE** 319-273-7894  **SHULL** 319-273-2080  

**JENNINGS** 319-273-7051

Mailing Address
When you provide your campus address to friends and family, be sure to give them the ENTIRE address:

**Bender Hall**
2005 Campus St. - Rm #
Cedar Falls, IA 50613-3404

**Dancer Hall**
2001 Campus St. - Rm #
Cedar Falls, IA 50613-3406

**Hagemann Hall**
2800 Hudson Rd. - Rm #
Cedar Falls, IA 50613-6702

**Jennings Court**
Apt# Jennings Dr.
Cedar Falls, IA 50613

**Lawther Hall**
1300 W. 23rd St. - Rm #
Cedar Falls, IA 50613-3080

**Noehren Hall**
2900 Hudson Rd. - Rm #
Cedar Falls, IA 50613-6703

**Panther Village**
1501 W. 30th St. - Apt #
Cedar Falls, IA 50613-9602

**Rider Hall**
2801 Ohio St. - Rm #
Cedar Falls, IA 50613-4923

**Roth Apartments**
3800 Jennings Dr. - Apt #
Cedar Falls, IA 50613-0297

**Shull Hall**
2901 Ohio St. - Rm #
Cedar Falls, IA 50613-4921

**EXAMPLE:**
Dancer Hall
c/o T.C. Panther
2001 Campus St., #100
Cedar Falls, IA 50613-3406
Damage to Public Areas
Residents have a responsibility for the public areas and furnishings within their hall house/community or building. Damage to public areas or within a residence hall house/community or building is considered the responsibility of that house/community or building. If individuals responsible for damage cannot be identified, the residents of the house/community or building may become collectively responsible for the cost of repair or replacement. See student Conduct Code > IX: Student Conduct Policies > G: Misconduct in Housing & Dining > 8: Community Responsibility

Lost and Found
Each hall has a lost and found located in the hall office. Items that go unclaimed for 30 days are more will be discarded or donated to charity. Items left in rooms at the end of the semester, or after a student’s checks out will be held for 30 days. Students may pick up items by contacting the Housing & Dining office, for up to 30 days after the last day of finals or their check out.

Maintenance Problems
Request for room repairs (smoke detectors, faucets, heaters, light bulb replacement, etc.) should be made online at: uhd.uni.edu/facility-repair-request. First time users must register to submit a repair request.

Guests
Guests are considered any person who is not contracted to the room OR the building. Any guest must be escorted by their host (contract holder) in the building.

Guests must be present in a room that is not theirs if permission granted from the contract holders. This includes roommates, suitemates, or apartment roommates.

Guests can be asked to leave by housing staff if they are found to be violating community standards, including but not limited to being unescorted in a hall that they do not live in. See Student Conduct Code for official policies.

STAFF
Live-In Staff
Residence Life Coordinators (RLC) are Masters level professionals that supervise student and desk staff within the building. They manage the administrative details of the operation and help the student staff plan fun events.

Assistant Residence Life Coordinators (ARLC) are graduate students who work 20 hours a week in the residence halls. They are responsible for advising the hall’s programming board, managing student staff, and helping the student staff plan fun events.

Resident Assistants (RAs) are students who serve as a student advisor to between 30-100 students in one of the halls. RAs provide assistance to individuals with personal, interpersonal and academic concerns, and are instrumental in creating a welcoming community.

Hall Secretaries supervise desk operations through their supervision of desk assistants.

Admin Assistants (AA) are student staff members who help residents regarding personal, interpersonal and university concerns. AAs provide support and guidance for hall operations in the stead of Coordinators and Hall Secretaries.

Desk Assistants (DA) are student staff members who provide assistance to residents who visit our front desks, while serving as a receptionist at our front desk.

Custodial
Each building has a custodial team that is responsible for the general cleaning of the common spaces, such as common bathrooms, lounges and the lobby.

Facilities
University Housing & Dining has its own facilities team that are able to help maintain the function of our areas. When you submit a facilities repair request, this is the team that comes to help fix the issue you reported.
Hall Services

Check-In
Each resident is responsible for obtaining a room key and/or mailbox key (if applicable) at check-in. Students have the option to note the condition of their room electronically upon moving into their space, to document any problems they have with the initial condition. Upon check-out, the form will be used to identify damages for which the resident will be held responsible unless:

- It was noted in the report.
- It is normal wear and tear.
- It is a maintenance problem that arose during the year that was properly reported.

Residents who fail to report the condition of their space may be held responsible for damages identified at check-out time.

Check-Out
Prior to vacating the hall (terminating one's contract), it is necessary for residents to follow contract procedures. Failure to do so may result in charges for improper check-out. Information about proper check-out is available from housing staff. The normal check-out procedures include but are not limited to:

- Removing all belongings.
- Cleaning the room (halls) or bedroom and common areas of the apartment.
- Check-out by check-out envelope.
- Completing forwarding address within housing portal.
- Turning in your room key to hall staff.

Damages
Damage to hall property will be charged to the person(s) responsible for the damage. Residents are encouraged to maintain the physical condition of their room to avoid damage charges. When damage is discovered in a student’s room or in a housing living area, the damage will be reported to the residence life coordinator. A charge will be levied in accordance with the assessed cost of repair completed by university personnel. The charge will then be added directly to the student’s monthly bill through the accounts receivable system or billed to the residents in the house in case of house area damages.

Internet
Internet service providers vary based on hall. Jennings Court Apartments get services via Mediacom. For assistance, contact Mediacom directly at 1-855-535-2253. The remainder of the halls access the internet through ResNet, UNI’s residential network. For ResNet assistance, call 319-273-5555 or visit Service Hub at servicehub.uni.edu to log an incident.

For general information about internet connections and Wi-Fi devices on campus, visit the IT website at it.uni.edu. Students are expected to comply with policies pertaining to compute use, such as UNI's Computing Resources Policy which can be found at it.uni.edu/policies-procedures.
Hall Services

Mail
If a resident receives a package (USPS, UPS, FedEx, etc.) an email notification from noreply@uni.edu is sent to the resident when their package has been processed and is ready for pick up. A package is issued during office hours once their UNI ID has been swiped (the ID serves as their digital signature). Mail sent through United States Postal Service (USPS) will be placed in resident’s mailboxes, unless it exceeds the space in the mailbox. Residents are responsible for checking their mailbox.

Room Entry
In order to maintain its property and a safe environment for students, UHD reserves the right to have its authorized personnel enter and inspect spaces as it deems necessary. Staff may choose to enter for the following reasons:
- When there is a strong reason to believe that any term or condition is being violated.
- To maintain an environment that facilitates the scholarship or other residents.
- To conduct safety inspections.
- To complete repairs that have been reported.
- Whenever someone moves out of a room.
- For pest control.
- For any emergency reason (e.g., fire or broken pipes).

If residents are not in the room, they will be left a written note of such an entrance. When possible, residents will be notified in advance for safety inspections and pest control visits.

Room Condition Report
Room condition reports (RCR) are documentations of the condition of the room as you moved in. Students have the option to note the condition of their space to avoid potential damage charges at check-out. These will be sent to students via email after they have checked-in.

Room Keys
If you are temporarily locked out of your room, a temporary lock-out key may be checked out at the hall office and returned by no later than noon the next day (after 3:00 PM Saturday). Your UBil will be charged a $15 fee beginning with the fourth time per academic year, every use of a temporary key, building access card, or staff letting you in. Please keep in mind that for security supposes, you will be asked to provide some form of identification (student ID, student ID number, or driver’s license) when checking out a key.

To replace a lost key, please report it to the hall office. The cost is $60 to recore the door and replace the key. Electronic access card replacements are $30.

Roommate Agreements
Roommate agreements are provided for each roommate grouping to work through and collaborate on what living together will look like for the year. Roommates are expected to complete an agreement each year.
Hall Access

ID Card
UNI ID cards allow access to:
• Provide identification around campus
• Access your meal plan, Dining Dollars or charge at dining and retail locations on campus
• Open electronic access doors
• Check out books and pay for copies at Rod Library
• Access the Wellness and Recreation Center
• Enter athletic and performance events
• Utilize employee time clocks

Replacing a Lost UNI ID Card
For the cardholder’s protection, lost cards should be reported immediately to the university. The cardholder will be held responsible for any purchases made with your card until the card is reported lost or stolen. Report lost or stolen cards online by clicking on the Life@UNI tab in MyUniverse and then using the link under report My ID Card lost.

Lost card vouchers are issued to enable cardholders to eat meals in the dining centers if they have a meal plan. For your protection, lost card vouchers may not be used for credit or dining dollar purchases.

An ID card that is found can be reactivated or a lost card can be replaced in the Housing & Dining office Monday-Friday, 8:00am- 4:30pm. The card replacement fee is $30.

Rules Governing ID Card Use
• The ID card issued to you is the property of the University of Northern Iowa (UNI).
• UNI is not responsible for any losses sustained by card holder.
• If an ID card is lost, it can be deactivated in MyUniverse.
• ID cards are not transferrable.
• Lending ID cards to others is prohibited.
• Punching a hole in the ID card will cause damage and should not be done.
• A fee may be charged to replace a lost or damaged card.
• University departments, personnel, or community businesses may not ask to retain your ID card as collateral for goods or services.
• An ID card must be surrendered when requested by university personnel.

Keys
Students are provided keys at check-in at their hall. Keys can be for mailboxes, rooms, suites, or apartments. Noehren and Lawther have electronic access to student rooms and as such, only a mailbox key is distributed to residents. Panther Village has electronic access to the exterior entrance of the apartments, and as such a room key is distributed to the student. This room key also grants access to the mailbox.
Air Conditioning Units
Air conditioning units cannot be provided and/or installed by residents. In buildings that are not air conditioned, if an air conditioner is required as an accommodation for a disability, UNI housing facilities staff will install the air conditioner after the approval for the accommodation has been processed. Air conditioners cannot be installed in Bender or Dancer due to safety reasons.

Appliances
All appliances and electrical devices should be inspected; anything with a frayed or damaged cord should not be used due to the chance of shock or fire.

The following UL-approved electrical appliances are authorized for use in dorm rooms:
• Clock
• Coffee maker
• Curling iron/ Flat Iron/ Hair Dryer
• Pizza Pizzazz
• Air Fryer
• Instapot
• Electric blanket
• Electric toothbrush
• Fan
• George Foreman grills
• Heating pad
• Iron
• Microwave
• Popcorn popper
• Radio
• Electric razor
• Refrigerator (4.5 cubic feet or smaller)
• Sewing machine
• Smart phones
• Tablets
• Gaming system
• Personal computers/laptops
• Televisions
• Entertainment systems

Refrigerators and microwaves should be plugged into a permanent wall outlet and should not be used with surge protectors or extension cords due to the potential for overheating and risk of fire.

NOT ALLOWED:
Open coil cooking devices such as hot plates, space heaters, sun lamps, etc. are not allowed in hall rooms.

Other appliances or devices not listed above should be inspected by housing staff and given approval before use. It is the user’s responsibility to understand the manufacturer’s recommendations for use and care.

Bicycles
Bicycles should be parked in the racks provided near each hall. They may also be kept in rooms with the permission of roommates. No other storage areas are available. Bicycles left on campus following the conclusion of either spring or summer session will be considered abandoned and may be impounded.

Battery Operated, Electronic Personal Transportation
Use, possession, storage and/or charging of battery operated, electronic personal transportation vehicles is prohibited. Examples include, but are not limited to e-bikes, hoverboards, scooters, and monowheels (unless approved through the accommodations process for medical reasons).

Decorating
Residents are encouraged to creatively personalize their rooms in ways that satisfy roommates and comply with maintenance and safety standards. Based on safety concerns decorating guidelines are as follows:
• Items may not hang from lights, sprinklers, or pipers.
• Sprinkler heads should have 18 inches of clearance at all times.
• Door Coverings – no more than ¾ of the door may be covered.
• All hanging decorations in student rooms or corridors must be of fire resistant or fireproof materials.
• Miniature lights that are UL listed and do not generate noticeable heat are permissible in student rooms, but no lights of any type are to be used in the decoration of student room doors.
• No decoration may be placed so as to obstruct access to hall, stairwell, or exit.
• No extension cords are to be used from student rooms into the hallways.
• No live trees, branches, or wreaths made from live trees shall be used in decorating student rooms or hallways.
• Pumpkins used for fall decorations must be thrown out no later than the third Thursday of November.
• No items in the hallway - this includes welcome mats.
• Only wickless candles are permitted.
Your Room

**Extension Cords/Surge Protectors**
Extension cords are for temporary needs only and should not be used on a regular basis. Extension cords should not be covered, taped down, or affixed to anything in the room.

Surge protectors should not be plugged into another surge protector (series connecting/piggy backing). Only surge protectors and cords with 3-prong grounded plugs are allowed.

**Furniture**
Overstuffed chairs or sofas may be inspected to make certain they will not present health or safety problems. The university strongly discourages the placement of overstuffed chairs or sofas in rooms because of their potential to contribute to serious fires.

**Pets**
See Student Conduct Code > IX: Student Conduct Process > G: Misconduct in Housing & Dining > 4: Pets. Additional university animal policies: policies.uni.edu/80

**Prohibited Items**
Primarily for safety and health reasons, the following are not allowed in rooms:
- Air conditioners
- Battery Operated Electronic Personal Transportation
- Hanging items (that need screws)
- Space heaters
- Pets (expect fish)
- Water beds
Contract Information

The Housing and Dining Contract is a legally binding document that describes the mutual agreement between you and the University regarding your academic-year commitment to live on campus. Policies related to this contract pertain to all Housing & Dining facilities.

Academic Break Periods
You may occupy your room from the beginning of the semester to the end of your last final in the spring semester. An electronic form link will be sent out by housing staff that should be filled by the deadline by residents who plan to stay at any time during a break. Residents staying during breaks are expected to follow guidelines concerning these periods including no overnight guests. For assistance during these break periods residents are encouraged to contact the RA on call.

Cancellation
Inquiries should be directed to Housing & Dining at housing@uni.edu.

Contract Renewal
The process begins in the spring semester. Information will be provided via university email and other methods of communication.

Request for Contract Appeal
Inquiries should be directed to the hall office.

Room Buyout Period
a) If a student occupies a room that falls below its designed capacity, they may request to keep a double room as a single after the second week of each semester for an additional fee by contacting housing staff. These requests are honored as possible, and an additional charge may apply. If a student does not wish to keep a double room as a single, they can 1) find another resident to live with them, 2) move to a room with someone else, or 3) choose to remain in the room below capacity knowing that a new roommate may be assigned to them at any time. When assigning a random roommate to a room below capacity, housing staff will determine which room the student will be assigned based on original contract date.

b) Housing & Dining reserves the right to consolidate residents when hall occupancy is below 100 percent capacity, and there is a need for the space as determined by housing staff. Residents living in rooms at less than capacity may be charged an additional fee, they choose to stay in that space. Fee amounts would date back to the time in which the room fell below capacity.

Room Change Request
Room changes are typically not completed during the first two weeks of fall semester and the first two weeks of spring semester. Requests can be made at the hall office.

Terms and Conditions
uhd.uni.edu/contract-terms-and-conditions
DIET/SPECIAL NEEDS

Special Dietary Needs
If you have a special dietary need, please contact the manager in the university eating establishment where you dine or email dining@uni.edu.

Individuals with a health related dietary restriction can work with dining’s registered dietitian to ensure safe meals. Health related dietary restrictions can also seek out an accommodation through UHD’s accommodation process.

Illness
If a student is not feeling well, a light meal consisting of broth, gelatin and a beverage is available. The meal can be picked up by a friend. Dishes are to be returned to the dining center. Contact the dining center to arrange for a sick tray.

Expectations
Take what you want, eat what you take. Taking one portion at a time helps you manage the amount of food you eat. You may go back for seconds as often as you wish.

• Leave it here - the dishes, silverware and glassware are provided for your use while you are in the dining centers. Taking these items is theft and prevents us from providing quality service.
• All-you-care-to-eat - while you are in the dining centers. Taking food out of the dining center for later meals or snacks is not a part of the meal plan unless using a to-go meal.
• Return your dishes to the dish return before leaving the dining center.
• Wear shoes, shirts and other appropriate clothing when eating in the dining centers.

Menu offerings include made-to-order items, recipes made from scratch, and healthy options giving customers the flexibility to eat what they want, when they want.

Menus
Menus are posted online at uhd.uni.edu/menus, through the GET App, and on menu boards at the dining centers. Nutritional information can be found by on the respective link within the menus.

Get App
Download the GET App to: access meal plan information, purchase Dining Dollars, use your phone as an ID for access to the dining centers, and order ahead from retail stores.

Locations
UNI Dining offers a wide variety of options located throughout campus for students, faculty, staff, and guests to enjoy a sit down meal, a sandwich on the go, or a cup of coffee on the way to class.

DINING CENTERS
Piazza @ Redeker Center
Rialto @ Towers Center

CONVENIENCE STORES
23rd Street Market @ Commons
Biscotti’s @ Redeker Center
Essentials @ Maucker Union

RETAIL VENUES
Book Bistro @ Rod Library
Chats @ Maucker Union
Food Court @ Maucker Union

Hours
Visit uhd.uni.edu/dining-hours for a full listing of hours.
UNI Dining has a variety of meal plans to meet the needs of students living on campus that offer savings over the cash rate. Meal plans are required for students living in traditional halls and optional for students living in on-campus apartments or off-campus housing.

**All-Access Meal Plans**

Students living in the traditional halls have the Everyday All-Access meal plan. This gives students unlimited access to the dining centers seven days a week. Students living in on-campus apartments (Panther Village, Roth, Jennings Court) or off-campus have the option to choose the Weekday All-Access meal plan. This plan gives students unlimited access to the dining center Monday through Friday. Both all-access plans include Dining Dollars and Flex+.

**Block Meal Plans**

Available to students living in an on-campus apartment or off-campus housing, Block meal plans include a defined number of meals per week in the dining centers as well as Dining Dollars for food and beverage purchases across campus.

**Weekly 5**

Available to students living in an on-campus apartment or off-campus housing. The Weekly 5 plan includes a defined number of meals per week in the dining centers as well as Dining Dollars for food and beverage purchases across campus. The Weekly 5 plan resets each Thursday night.

**Dining Dollars**

Prepaid funds that may be used for food and beverage purchases at campus convenience stores and retail stores. Unused Dining Dollars carry over from fall to spring semester, expire at the end of the spring semester, and are non-transferable, unsaleable, and nonrefundable.

**Flex+**

Flex+ can be used to treat a gust in the dining centers. As well as redeemed for specific menu items in retail stores across campus. The All-Access meal plans include a set number of Flex+ per semester.

**Booster Packs**

All meal plan holders have the option to customize their plan with additional Meals and Dining Dollars by adding on a Purple, Gold, Panther, or Flex+ Pack. Booster Packs can be added at any time. (Booster Packs are a one-time purchase and do not auto-renew from fall to spring semester.)

For meal plan details, visit uhd.uni.edu/meal-plans.

**Meal Plan Changes/Cancellation**

Residential meal plans may be changed one time each semester prior to the 10th day of classes. Meal Plan billing will be pro-rated and adjusted. Dining Dollar levels will be associated with the new meal plan. Inquiries should be emailed to Housing & Dining at dining@uni.edu.
The Student Conduct Code is grounded in a commitment to three core values: Respect, Responsibility, Honesty

Respect
University of Northern Iowa students support the rights of individuals to live and work with each other in a safe environment reflective of the educational ideals of the university.

Responsibility
University of Northern Iowa students engage in responsible social conduct that reflects positively upon the university community, while modeling good citizenship in all communities.

Honesty
University of Northern Iowa students live a life of integrity, creating good leaders, friends and colleagues who share the common goal of building our learning community.

Students who would like to report a concern or alleged violation can contact a residence life staff member, the Office of the Dean of Students, or can report the allegation.

When incidents occur in the residence halls, a Residence Life Coordinator will follow up with the students allegedly involved. Residence Life Staff work in collaboration with the Office of the Dean of Students as appointed and trained Student Conduct Administrators to administer the student conduct process.

The Student Conduct Code and more general information regarding the student conduct process can be found on the Office of the Dean of Students website.

The Office of the Dean of Students is located in 118 Gilchrist Hall.

- The Student Conduct Code (Policy 3.02) outlines our common behavioral expectations of one another and intersects with other expectations or policies on campus.
- All communication related to the student conduct process goes through your UNI email.
- Students through the conduct process have a right to an advisor present at meetings or hearings regarding allegations of misconduct.
- Students through the conduct process have the right to an appeal.
- For additional student rights through the conduct process, refer to policy 3.02.
- Other important policies include, the Student Academic Ethics Policy (3.01), the Freedom of Expression Policy (13.10), and the Discrimination, Harassment & Sexual Misconduct Policy (13.02).