



CODE OF CONDUCT

The code of conduct is devised through and approved by SCR Executive Committee (ExCo) for the purpose of providing a quality club environment. Members are required to be familiar with the code of conduct and they, as well as their representatives, families and guests, must observe them. Club Staff are required to uphold the code of conduct and must complete an incident Report in the case of any violation. Breach of the code of conduct may lead to disciplinary action taken by the Club.

Standard of Conduct

Anyone using the Club shall, at all times, conduct themselves in a manner that is courteous and respectful of the rights of others, including Club Staff. While on Club premises, no one may act in an unsafe, rude, offensive, threatening, or intimidating manner. If such behavior occurs, the Club Manager or representative has the right, at their own discretion, to ask the individual to leave the Club premises. Members can refer to the code of conduct for details.

Personal Entertainment Devices

Personal games, radios, and music playback machines shall not be played on the Club premises without the use of personal headphones. If the use of such devices is determined to affect the quiet enjoyment of the Club by others, Club Staff may request the user to cease using such devices. For private events, the host will need to request permission from the ExCo or the Club Manager to play any special music or engage in singing karaoke.

Alcohol

In accordance with the laws of Hong Kong, no person under the age of 18 is permitted to consume any alcoholic beverage on Club premises. Any person who supplies any alcoholic beverage to someone less than 18 years of age on the premises of the Club is violating the intent of this rule and may be subject to disciplinary action. Club Staff may request proof of age before serving alcohol and may refuse service to any person.

Smoking

Smoking cigarettes, cigars, pipes, and e-cigarettes is not allowed in any of the SCR facilities.

Gambling

Gambling is prohibited on Club premises in accordance with the laws of Hong Kong.

Drugs and Weapons

Possession or use of any controlled substance or weapon on Club premises is strictly prohibited.

Pets

No animals (except guide dogs for the blind, hearing or physically impaired) shall be brought onto Club premises.

Restricted Areas

No person other than Club Staff shall enter the kitchens, storerooms, service areas or other non-public areas of the Club.

Lost Property

Members who leave any personal property in any part of the Club do so at their own risk. The Club shall not be responsible for the return of any lost, stolen or misplaced item. Lost and found articles will be stored by the Club for a maximum of thirty days. Unclaimed items shall be disposed at the discretion of the Club. Removal of Property. No person shall remove from Club premises any property of the Club except with the written consent of the Club Manager.

Loss or Damage of Property

Any person who causes the loss of, or damage to, any property of the Club shall be subject to an assessment of all costs resulting from such loss or damage including any costs incurred in repairing or replacing such property at the Club's discretion. Any such assessment may be in addition to sanctions imposed by the Board of Governors as a result of such damage. Members shall be held financially responsible for any loss or damage to the Club's property caused by their representative, family or guests.

Member-Staff Interaction

Members must not reprimand, intimidate or abuse Club Staff in any way. Members shall not entertain anyone employed or contracted by the Club as their guests in the Club. All matters related to the Club or Club Staff should be directed to the Club Manager.

Procedure for Feedback

Any Member with a suggestion or concern shall direct their comments in writing, by email or by using a standard comment form available on the Club's Website.

Vacating Premises

If any person remains in a Club outlet that is closed, they may be liable for all expenses the Club incurs as a result thereof.

Closure of Facilities

The Club Manager may close any part of the Club for maintenance, safety, security or such other purposes as deemed necessary. Members shall be notified of any such closure.

Weather Warnings

All Club facilities will cease to operate when storm signal no. 8 or above is hoisted. Members are advised to leave as soon as possible. If storm signal no. 8 is replaced by a lower signal before 10:00 a.m., all Club facilities will resume normal service within 2 hours, unless circumstances are beyond our control. Lunch service will resume as usual. If storm signal no. 8 is lowered at or after 4:00 p.m., the Club will be closed for lunch and dinner service. All bookings for catering and events affected by a typhoon will be automatically cancelled. If a deposit has been made, it can be used as credit for the next booking. No refund will be issued unless Members send a written email requesting a refund with a valid reason, which must be approved by the Club Manager.

Illness

In the case of risk due to a contagion, Management reserves the right to refuse access to the Club.

No Medication by Staff

Club Staff is not permitted to distribute or administer any form of medication to any person at any time.

No Club Liability

All persons entering or using the Club do so at their own risk. The Club shall have no responsibility or liability for any injury or fatality to persons, in particular in relation to matters out of the control of the Club. All persons entering or using the Club shall also be entirely responsible for their own property. The Club shall have no responsibility or liability for any damage to or loss of any such property. Each person shall hold the Club fully indemnified for any injury or loss caused to another person by the negligence or intent of any other person on Club premises. It is the Member's responsibility to make aware all relevant code of conduct and in particular this clause to each of their guests and family members who enters or uses the Club's facilities and/or services and procure that each of his/her guest or family member understands the relevant code of conduct and this clause as a condition of his/her entrance to or use of facilities and/or services of the Club.

Reports

Any person who witnesses or becomes aware of a violation of these code of conduct should make a written report of the matter to the Club Manager. All such incidents may be referred to the ExCo for further disposition.

Sanctions

The ExCo shall act on all matters of conduct and may propose sanctions on any Member, Member's representative, Family member, Guest or Visitor found to have violated any code of conduct or Memorandum and Articles of Association, provided that all such sanctions shall be subject to review by the ExCo. Sanctions, which may be imposed for a violation, may include without limitation a warning letter, suspension of a person's use of any or all Club facilities and may decide including expulsion of the sponsoring Member. During suspension or expulsion, any person may be refused access to the Club, even as a Guest of another Member. The expelled or suspended Member is fully responsible for all monies owed to the Club including on-going monthly subscription fees during the term of a suspension.

Guests

A Member must accompany all Guests. Each Member is, in all ways, responsible for their Guest and their observance of the code of conduct. For security purposes, the Club reserves the right to require registration and proof of identification at any time. The Club may at any time and without notice a. limit the number of Guests for a facility, time period or event; b. prohibit, permanently or for any specified period, any Guest's access to and usage of the Club; c. impose Guest Fees for any facility or activity.

Responsibility

Members are fully responsible for the actions, conduct and behavior of their Representative, Visitors or Guests. Members will be accountable for all charges related to their actions, conduct or behavior as well as any amounts owed for any products or services provided by the Club.

Reservations for Outlets and Private Functions

Reservations will be held for up to 15 minutes after the specified time. Management, at their discretion, may determine the maximum number of Guests who may be brought into the Club by a Member.

Meetings and Private Functions

Meetings and private functions must be by reservation only through the SRC back office. Meetings requiring a large number of documents or any products are not permitted in the Club's Restaurants or Bars. Entertainment for private functions must be booked through the SRC back office. Special exceptions can be made on a case-by-case basis with the approval of the Club Manager.

Membership

If a reservation is made under a specific membership name, the member associated with that membership is required to be present during the dining, meeting or event. In the event that the member fails to attend, SCR reserves the right to terminate the dining, meeting or event reservation.

Membership Fee and Dining/Event Billing

Members are required to pay their membership fees on time. The club reserves the right to suspend or terminate membership for repeated late payment or non-payment of fees. For dining and event billing, members are encouraged to settle the bill at the end of the dining or event. For events hosted under the University of Hong Kong's relevant department, they are also encouraged to pay the bill at the end of the event. Internal charges must be settled within sixty days. In the case of failure by a member or department to settle their charges, the Club reserves the right to bill with interest and refuse to host the next event for the unpaid department.

Reservation and Cancellation

Reservations are requested and recommended for all visits. Reservations are required and are taken on a first-come, first-served basis. Special requests for table locations will be honored if possible, but not guaranteed. The Club requests that reservations be cancelled no later than 48 hours (depending on the particular event) in advance. Refunds will not be issued unless Members send a written email requesting a refund with a valid reason, which must be approved by the Club Manager. Reservations for events, banquets, and special events must be made in advance with the Club/Event Manager. For urgent dining and event reservation with special request, please see the below cut off time.

Pax	Event time	Event cut off time
4 <	Before 12am	1 day before the event day at 3pm
4 <	After 12pm	Event day at 10am
4 - 12	Before 12am	1 day before the event day at 12pm
4 - 12	After 12pm	1 day before the event day at 6pm
12 - 36	N/A	3 days before the event day
> 36	N/A	7 days before the event day

If an urgent booking fails to meet the above deadline, SCR will not cater the service. Again, all urgent bookings with their special requests will be honored if possible, but not guaranteed.

Membership Termination

Subject to the provisions of the membership agreement, a member may resign membership in the Club by delivering written notice of resignation to the SRC back office. Written letters of resignation

must be received at least 30 days in advance. Any outstanding account balances must be paid prior to resignation.

Identification

Members must, upon request, show their membership cards for inspection by the staff / receptionist at the entrance of the Club. Any Members who cannot show his / her membership card may be denied service and / or access to the Club.

Membership Cards

All membership cards are not transferable under any circumstances. In the event of abuse, the particular member responsible will face consequences including but not limited to the prospect of suspension and / or cancellation.

SCR code of conduct wef November 30th 2023