CODE OF CONDUCT

1. POLICY STATEMENT

1.1 The purpose of this code is to provide a clear framework within which employees of the College (academic and non academic) are expected to conduct themselves. The College strives to maintain a work environment for its staff and a learning environment for its students in which honesty, integrity and respect for fellow employees, students and the customers/clients of the College and broader University are constantly reflected in personal behaviour and standards of conduct.

2. GENERAL PRINCIPLES

2.1 The College is a complex organisation and its actions and the behaviour of its employees have an impact on the education and livelihood of many people. Employees are expected to have regard for the impact of their personal behaviour on the College, colleagues, students, customers, the environment and our broader University community.

2.2 The College receives much of its income from public sources, from private sector organisations, charitable and third-sector bodies, and from students and their parents/guardians. It is important that all these stakeholders can have confidence that the College maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behaviour. Stringent procedural and audit arrangements are in place and employees are expected to ensure that decision making is open and fair.

2.3 Employees are expected to act in a professional and responsible way at all times. They should be honest and fair in their professional dealings, act with integrity at all times, and be conscientious, careful and thorough in their work. They must take account of their obligations under the law and to the wider public interest.

2.4 Employees must at all times respect the rights, dignity and interests of their colleagues and other stakeholders. Employees should treat all colleagues equitably and must not discriminate against them or anyone who they have dealings with in the course of their work. All employees should be familiar with the College's Equality Policy.

2.5 This Code of Conduct covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

2.6 This policy is not intended to restrict appropriate freedom of expression or speech.

3 STANDARDS OF PERSONAL BEHAVIOUR

3.1 Equality, Diversity and Inclusion

One of the College's core values is the promotion of inclusivity and valuing diversity. The College seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff regardless of any particular equality characteristic (the Equality Act 2010 names age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation as protected characteristics under the Act) will be supported. **(**For more information please see the **Equality Policy).**

3.2 Harassment and Bullying

The College seeks to secure an environment in which everyone is able to flourish and to achieve their full potential, the College is committed to ensuring that everyone is able to work and to participate in the life of the College without fear of harassment, bullying or intimidation.

Everyone in the College has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. The College will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel bullied or threatened. (For more information see the **Harassment and Bullying Policy**).

3.3 Health and Safety

The College places a high priority on providing a safe environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors and the public.

Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects the College's commitment to promote employee wellbeing. (For more information see the **Health and Safety Policy**)

3.4 Relationships with other members of staff, students and customers of the College

The College does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation. However, in order to avoid any allegations of unfair practice, those who have a close personal relationship should ensure that appropriate principles are adopted. Members of College are expected to:
- declare the relationship to their line manager;
- be mindful of the potential conflicts of interest that may arise;

- ensure that they do not have a supervisory, assessing or authorising relationship with each other;
- ensure that any judgement concerning a relative or person in a close relationship should not be made by the other. Where a number of people will be involved in making a judgement, the partner or person in a close relationship should withdraw from the judgement-making process before it begins;
- absent themselves from any discussions which specifically relate to the other party in the relationship, as though the discussion were relating to themselves.

Any individual who knowingly fails to implement the above principles will be liable to disciplinary action unless they were unaware of the relationship.

3.5 Performance
The College expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

3.6 Misuse of drugs and alcohol
It is a disciplinary offence to be carrying out official duties when under the influence of alcohol or non-medically prescribed drugs. See the alcohol and drugs section in the Absence policy.

3.7 Gambling
Gambling activities must not be conducted on College premises. However, discretion will be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc.

3.8 Conduct in the workplace
- All employees shall respect the views and opinions of their colleagues;
- All employees shall behave in a professional and appropriate manner at all times; language and actions should not cause offense to other colleagues;
- Aggressive or intimidating behaviour towards colleagues is unacceptable and may lead to disciplinary action;
- Telephone calls should be answered in a professional manner, messages taken and passed on by email or in person;
- When absent, all staff should apply an "out of office" reply with an alternative name or number to contact;
- All policies and procedures of the College should be adhered to at all times;
- Employees are expected to work co-operatively and flexibly with each other to provide a professional service;
- Employees should not condone, support, conceal or otherwise enable inappropriate or unethical conduct of colleagues. Where they are aware of, or have reason to suspect misconduct on the part of a colleague, this should be discussed with their line manager;

- All employees must ensure they follow the correct absence reporting procedure if they are unable to attend work. The relevant paperwork must be completed on the day of return following an absence.
- Employees should refrain from working where their ability to act professionally is impaired as a result of a psychological or physical condition such as an alcohol or drug related problem, illness, personal stress etc. (For more information see the **Absence Policy**)

3.9   Conduct outside work
The College does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise the College's reputation or position will be dealt with as a disciplinary matter.

3.10   Dress code
The College does not operate a formal dress code for its employees, other than for those who are provided with a uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional. This should not be provocative or cause offence to those with whom they have contact.

3   FINANCIAL PROBITY

4.1   Conflicts of interest
The highest standards of behaviour are expected in all areas of College life, especially where individuals are in positions to make decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

4.2   Prevention and detection of fraud
The College has a policy for the prevention and detection of fraud, corruption and other irregularities. All staff have a role to play in preventing fraud.   (For more information see the **Fraud Policy**)

4.3   Use of equipment for non-work purposes
Private telephone calls
Employees may use College telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation.

Official international calls are only permitted from phones for which authorisation has been granted.

4.4 **Gifts**

The acceptance of gifts can be open to misinterpretation. It can create an expectation on the part of the gift giver that there may be some future reciprocation. (For more information see the **Gifts and Hospitality Policy**).

4 BREACHES OF THIS CODE

5.1 This code of conduct has been drawn up to provide a source of guidance to the College's employees. It is not a contractual document and can be amended at any time.