Jesus College Oxford

CODE OF CONDUCT

1. POLICY STATEMENT

1.1 Community is at the heart of Jesus College. The College aims to create an environment where all its members feel a sense of belonging, which is fostered through its staff living and breathing its shared values.

1.2 Our Values are:

Community: *We are friendly and engaged in college life. We demonstrably promote access, embrace Diversity, and drive Inclusion.*

Excellence: *We strive for Excellence in everything we do.*

Custodianship: *We're building a college that future generations can be proud of.*

1.3 Within this context, the purpose of this code is to provide a clear framework within which all employees of the College (Academic and Support Staff) are expected to operate.

1.4 The College strives to maintain a work environment for its staff, and a learning environment for its students, in which these Values are reflected; where honesty, integrity, and respect for fellow employees, students, and the customers/clients of the College and broader University are constantly reflected in the personal behaviour and standards of conduct within its community.

1.5 The College has a Behavioural Framework, linked to its Values, that all College employees are expected to respect and evidence in their daily tasks and interactions with others.

Jesus College Values and Behavioural Framework

Community We are friendly and engaged in College life. We demonstrably promote access, embrace diversity and drive inclusion.	**Excellence** We strive for excellence in everything we do.	**Custodianship** Build a College that future generations can be proud of.
Everyone		
• Be friendly – say hello and be kind • Treat everyone as individuals and acknowledge difference • Break down **silos** – share information across departments and seek common ground • Be **respectful** of each other through all your interactions, including tone • Demonstrate that you value the contribution made by others • Collaborate to find solutions – **avoid blame** and believe the best in each other • Recognise the value of face-to-face interactions to make progress and resolve problems • Respect boundaries of knowledge and responsibilities of other teams	• Always do your best • Deliver what you commit to – take responsibility and be **accountable** • Look for solutions, be positive and helpful • Lift the team's performance up – encourage others and recognise success • Provide **constructive feedback** and be open to receiving feedback • Share the success of others • Demonstrate empathy	• Demonstrate awareness and care for the College environment, buildings, and reputation • Uphold the best of our traditions and take pride in the history we are making • Participate actively in College life • Unite across teams and departments behind our **shared purpose**, and take our collective responsibilities seriously • Embrace opportunities to learn from past experiences • Identify sustainable solutions, not just quick fixes
Managers		
• Champion inclusion • Show humility • Be available and accessible • Resolve conflict with fairness • Demonstrate shared responsibility • Communicate clearly, and explain why as well as why not • Listen to others, especially those who might not normally speak up	• Lead by example • Take ownership and be accountable • Show humility • Provide and support opportunities for growth • Encourage creativity and empower others • Recognise effort as well as achievements • Embrace failure as an opportunity to learn	• Champion sustainability • Lead and collaborate for the whole organisation, not just your own team • Lead for the future College and not just today's College • Help your team to understand their contribution to the whole



Jesus College Oxford

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, and the environment, as well as the 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 honest 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, responsible, and respectful 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. It is not intended to be exhaustive.

2.6 This policy has been developed in good faith and is not intended to restrict any appropriate academic freedom or freedom of expression.

3. STANDARDS OF PERSONAL BEHAVIOUR

College Policy

3.1 **Equality, Diversity and Inclusion**
One of the College's Values is Community, within which we demonstrably promote access, embrace diversity, and drive inclusion. 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 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.

The College also has a proactive duty under the Worker Protection Act 2023 to prevent sexual harassment in the workplace, and it takes this obligation seriously. A risk assessment has been completed for all areas of the College, and preventative measures remain ongoing.
(For more information see the **Harassment Policy**. **The Staff Complaints Procedure can be found HERE**).

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 **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 Policy for further information. We have the right to carry out random testing if we have a concern.

Training

3.5 Mandatory Training

To support staff in maintaining standards and ensure the College meets its legal obligations, the completion of the essential training courses below is required as follows:

Course name	Provider	Duration (mins)	Frequency
Harassment Training (separate version in iHasco for managers)	For those on joint appointments: University of Oxford course (click HERE to access) For College-only staff: iHasco	30-45 15	2 years
Equality, Diversity & Inclusion (EDI) Training	iHasco	60	3 years
Essential Health and Safety Training (Health and Safety Essentials Training)	iHasco	45	3 years (legal requirement)
Sexual Harassment Awareness Training (separate version in iHasco for managers)	iHasco (for those on joint appointments this is covered in the University's Harassment course)	25	Annually (necessary to ensure compliance with legal standards)
Social Media Awareness	iHasco	15	3 years
Fire Awareness	iHasco	39	Annually (legal requirement)
Information Security and Data Protection	University of Oxford (click HERE to access)	45	Annually (also mandated by the University of Oxford)

New starters with the College will be required to complete this training at the beginning of their employment as part of their induction.

Line managers should complete the manager version of a course where this is available. They do not need to complete both versions of the course.

Refresher periods align with the College's financial / performance year from 1st August to 31st July each year.

Please note that if you complete any of the above courses elsewhere in the collegiate University, you are not required to complete them more than once. Providing evidence (e.g. course certificate) to demonstrate your compliance with the College's requirements is sufficient.

Personal conduct

3.6 Communication and email etiquette

The College is a small community, and face-to-face interactions are important to build connections across teams and strengthen working relationships. It is often quicker and more effective to call or go and see someone than rely on email – particularly if an issue needs resolving.

Communicating by email should always be done in a professional manner, regardless of the recipient and their relationship to you. It is good practice to keep emails brief and to the point, using appropriate language and tone. It is also helpful to have a clear subject line to the recipient can identify what the email is about.

Ensure that all the information contained in an email is relevant to the recipient – both to reduce the volume of email traffic, and be respectful of the recipient's time Be mindful about who you copy in (cc), and consider whether everyone needs to be included if they are not the main recipient. If an email trail is attached that new recipients were not originally part of, review the content before sending it to ensure it is appropriate for all parties.

Sometimes using the blind copy functionality (bcc) may be more appropriate, particularly to maintain the confidentiality of those on the distribution list so individual email addresses are not shared.

You should also check who you are replying to before you press send so your email goes to the right person, or in case you have selected 'reply all' rather than replying privately to an individual.

Support Staff who regularly use emails for work are expected to set an out of office when they will be away, in order to manage the expectations of people who may wish to contact them. The message should be professional and give a return date, and if available, include details of who to contact in your absence (contact name, email address, number etc.).

All email communication should comply with data protection requirements (GDPR). For further guidance, refer to the College's Data Protection and Data Sharing Policies. You should also attend the Information Security & Data Protection training on an annual basis as described above.

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

The College does not concern itself with the private lives of its employees 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 (Support Staff) or the Academic Director (Academic staff) in a timely manner;

- 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.

See also the Staff-Student Relationship Policy.

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

3.8 **Performance**

The College expects individuals to carry out the role they were employed to do to the best of their ability.

Support Staff must follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas. Academic Staff are expected to work in line with their roles, the statutes and bylaws of the college.

All Support Staff are required to participate in the Performance Development Review (PDR) process at an appropriate level for their role. This includes setting annual goals (agreed with your line manager) as well as a mid- and end-of-year reviews. PDRs are a great opportunity to reflect on achievements, focus on personal development, and discuss career aspirations. (For more information see the Performance Development Review Policy and supporting guidance.)

3.9 **Conduct in the workplace**

We are all responsible for our own conduct, and all College employees should conduct themselves in line with the College Values. The Values will mean different things to different people, so the behavioural framework is available to help explain what they mean in practice.

Below is a list of basic expectations for conduct in the workplace that apply to everyone employed by the College. This list is not exhaustive:

- All employees are encouraged to engage in constructive conversations and reflect our Values at all times.
- 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 should be respectful, and actions should not be intended to cause offense to other colleagues. Be mindful of others' preferences regarding appropriate use of pronouns.

- Employees are expected to communicate respectfully at all times. Employees should avoid speaking negatively about others who are not present, and matters being discussed should be appropriate for the workplace. Avoid speculating and making assumptions if you don't have the full picture. Should this behaviour be in an issue in your area or department, or you witness such behaviour, this should be directed to the appropriate manager or Human Resources.
- Aggressive or intimidating behaviour towards colleagues is unacceptable and may lead to disciplinary action.
- Where relevant, telephone calls should be answered in a professional manner.
- When conducting a Teams call in a shared office, be mindful of what you are discussing and who may be around you to ensure confidentiality is maintained. Please also consider whether your call may disrupt the people around you. Book a meeting room to hold the call if this is more appropriate.
- College policies and procedures should be respected and adhered to at all times.
- Employees are expected to work co-operatively and flexibly with each other to provide a positive and professional service/working environment.
- 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 reported to the appropriate member of College as soon as possible.
- All employees must ensure they follow the correct sickness absence reporting procedure for their role if they are unable to attend work. Support Staff should refer to the Absence Policy, and the relevant process must be completed on the day of return following an absence. This includes recording all instances of absence on the College's HR system.

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 **Alcohol and Drugs Policy**)

3.10 **College events**

It is important that we uphold our Values at all times, and this includes during both internal and external events. Staff should remain professional and ensure the above standards of behaviour continue to be respected.

3.11 **Punctuality**

It is important that each staff member manages their time effectively to ensure they are able to start work when they are required to do so. It is the individual's responsibility to look out for potential delays to their journey to work, such as road closures or roadworks that may impact their route into Oxford.

Support Staff should notify their line manager as soon as possible to tell them if they are running late and anticipate a delay. On such an occasion if they are late for work, the time will usually need to be made up, which should be agreed with their line manager. Constant lateness will be dealt with under the Disciplinary Policy.

Some Support Staff are required to sign in at the Lodge (currently being trialled for some departments). This includes having your photo taken to ensure a valid sign in/out process.

3.12 **Smoking and vaping – including breaks**

Smoking on the College site – including vaping – is prohibited during working hours.

Smoking and vaping are only permitted between 17:00 to 08:00, and in the current designated smoking area by staircase 18.

Should you wish to smoke or vape during working hours, this will need to be done outside the College walls. For Support Staff who wear a uniform, you must ensure that your uniform and name badge are not identifiable.

For Support Staff, whose working day generally has a fixed start and end time, please be reminded that time away from the workplace to smoke or vape should be taken during a scheduled break or during your lunch break. Additional breaks for smoking or vaping are not allowed.

If any College employee wishes to talk to someone anonymously about how to access support to help you stop smoking, Health Assured – the College's employee assistance programme – is also on hand. They can be contacted on their free 24-hour confidential helpline by dialling 0800 028 0199.

3.13 **Security**

The range of people on the College site is diverse and often transient, particularly with short-term appointments and when large groups are visiting. We all have a responsibility to ensure the College is safe and secure, so it is helpful, although not compulsory, for College employees to be identifiable in some way – whether it be by wearing a name badge, lanyard, or uniform (where applicable) – while on the College site.

Anyone who is not identifiable should be prepared to be challenged, and you have the right to challenge others if they are not obviously a member of the College community and are accessing areas not open to members of the public.

In terms of online security, Single Sign On (SSO) access is issued to all College employees when they join. You may also be provided with access to the College network drives and wifi. You have a responsibility to keep this information secure and up-to-date. If you lose your University ("bod") card, or your SSO or network security information becomes compromised, you must report this as soon as possible.

When your bod card is due to expire, you will receive a notification directly from the University to your College email address. This must be actioned immediately to ensure your access to the College systems is not blocked. You must also notify Human Resources if you need to have your card updated.

If you lose your Salto fob or office key, please inform the Lodge immediately so it can be cancelled. Replacing a lost fob may incur a charge to cover the cost of the replacement and associated administration. Please refer to the Lodge for further information.

All visitors to the College should enter and sign in at the Lodge. Guests should not be brought into the College via the side entrances on Market Street or Ship Street. This helps keep the College safe and secure, and ensures we know who is on site should there be an emergency evacuation.

3.14 Dress code and appearance

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, which may include safety footwear. However, all College employees must ensure that their dress is appropriate for the situation in which they are working. Clothing should not be provocative or cause offence to others, and work attire should be clean and presentable.

For Support Staff, it is important to present a smart and professional appearance at all times, with clothing free from rips and inappropriate messaging.

Any member of staff working with food should have short nails, and long hair must be properly tied back.

3.15 Personal hygiene

It is important to maintain personal hygiene in the workplace to prevent the spread of germs and illnesses, which leads to fewer sick days and increased productivity. It also fosters a more pleasant, respectful environment, maintains a professional appearance for individuals and for the College, and helps ensure compliance with health and safety regulations – especially in food service where it is a legal requirement to prevent foodborne illnesses.

3.16 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 that may jeopardise the College's reputation or position will be dealt with as a disciplinary matter.

4. ETHICS

4.1 Conflicts of interest

The highest standards of behaviour are expected in all areas of College, especially where individuals are in positions to make decisions that 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 College employees have a role to play in preventing fraud. (For more information see the **Fraud Policy**)

4.3 **Use of College phones and personal mobile devices**

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 where authorisation has been granted.

Mobile phones

Use of mobile phones should be limited to considerate use. We acknowledge that mobiles are needed for authentication for certain applications and single sign on (SSO) for work use. Personal use during working hours should be kept to a minimum, and where possible restricted to breaktimes.

Headphones

For health and safety purposes, the use of headphones whilst carrying out manual work is not usually allowed. The use of headphones in an office environment may be permitted for Support Staff in agreement with their line manager, and as long as it does not detract from the individual's ability to interact with their team and work environment, and perform effectively in their role.

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 **Bribery & Personal Gifts Policy**).

5. 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.