

STANDARDS OF CONDUCT

- 1) The University is committed to providing a positive and respectful work and study environment for all and the conduct of all staff is critically important in achieving this aim.
- 2) Our Standards of Conduct are intended to provide a clear framework within which employees are expected to conduct themselves and to create a shared understanding of the behaviours expected from all staff. Where relevant, it applies to behaviour both on University premises and outside University premises, including online.
- 3) This document is therefore intended to provide guidance to all University employees of the standards of conduct and behaviour expected of them. Managers are encouraged to refer to this document during any informal discussions they may have with an individual in relation to concerns identified regarding their conduct or behaviour. It is hoped that by doing so, most concerns around incidents of minor misconduct will be sufficiently addressed informally wherever possible.
- 4) Set out below is a list of non-exhaustive examples of the standards of conduct and dedication that we expect from our employees. If employees are unsure as to whether their conduct would be in breach of this, they are encouraged to speak to their line manager in the first instance. Employees of the University are expected to:
- 5) **Demonstrate professional behaviour by:**
 - a) devoting their full time and attention to their work during scheduled working hours. Outside of these times, employees are expected not to put themselves in a position where their private outside interests might conflict with their official duties. If they think there is a potential conflict or in any cases of doubt on this point (e.g. in relation to gifts and hospitality, undertaking private work) they should consult their line manager;
 - b) complying with the requirements placed on them by their employment contract and by University working arrangements;

- c) complying with all reasonable instructions given by managers;
- d) upholding the reputation of the University and refraining from behaviour that may bring it into disrepute;
- e) treating colleagues, students, and others that they come into contact with as an employee of the University with respect and courtesy;
- f) being punctual in their time keeping and not being absent from work except where authorised or in cases of personal illness, which must be reported as soon as possible in line with the Sickness Management Policy and Procedure;
- g) save where special dispensation has been given by the University (for example, for dress down days), ensuring that their personal appearance is appropriate to work in a professional environment and for the role for which they are employed. Where uniform is provided or a certain dress code specified, individuals will be expected to adhere to that uniform standard/dress code at all times and ensure that they keep this clean and in a good state of repair;
- h) refraining from undertaking outside activities during the times that they would normally be working for the University without prior written agreement from their line manager, or activities which may conflict with the needs and interest of the University; the agreement to do and details of such work are to be lodged with the Human Resources Department;
- i) acting in good faith and in the best interests of the University's business, students and staff;
- j) refraining from smoking, or the use of e-cigarettes or vapes, inside the University's premises, in the University's vehicles or on University premises except for in designated smoking areas;
- k) ensuring that they are not under the influence of alcohol or drugs, nor would they test positive for illegal drugs, whilst on the University's premises and/or on University business;
- l) taking responsibility for and keeping their money, valuables or other property secure.

6) Promote equal opportunities by:

- a) making themselves familiar with the policies relating to equality of opportunity and bullying and harassment. These policies define codes and standards of behaviour to which members of staff must adhere;

- b) refraining from behaviour that may be considered as discriminatory, harassment or abuse on the basis of protected characteristics: race; gender or gender reassignment; disability; religion; age; sexual orientation; marriage or civil partnership or pregnancy or maternity;

7) Complying with policies and procedures:

- a) including complying with all of the University's policies, procedures and regulations;
- b) and complying with the University's financial regulations.

8) Maintaining confidentiality and safety by:

- a) protecting any information which is confidential to the University which they come into contact with during the course of carrying out their duties and not to disclose it apart from in the proper course of their duties;
- b) protecting any personal data which they come into contact with during the course of carrying out their duties in accordance with the University's Data Protection Policy and data protection legislation.
- c) abiding by their duties under the Health and Safety at Work Act to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. They must co-operate with the University so far as it is necessary to enable the University to perform or comply with any duty or requirement placed upon it, as an employer, by the Act;

9) Respecting University property and equipment by:

- a) taking care of University property and equipment;
- b) not using University equipment or services (e.g. post, printing/copying, telephones) for personal purposes without permission of their immediate line manager or manager of the services in question. Staff should make themselves aware of the University policy on access to and use of material on the Internet and the University policy on the use of company mobile phones.

10) Sanctions for breach

A serious breach or repeated breaches of the University's Standards of Conduct may lead to disciplinary action in accordance with the University's Staff Disciplinary Policy.

11) Changes to this document

This document was devised in partnership and consultation with trade union representatives, Human Resources and management representatives. The University reserves the right to amend, amplify or clarify these standards of conduct as experience or changing circumstances necessitate. Details of any changes will be communicated to staff.

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