

## **CODE OF CONDUCT FOR EMPLOYEES**

### **Purpose**

The University's Code of Conduct provides a framework of behaviours and standards within which employees are expected to conduct themselves. The Code covers many important issues although it is not intended to be exhaustive. The Code applies to everyone, as all employees are required to be honest, have integrity and be respectful of colleagues, students and other stakeholders. Employees are also ambassadors who can enhance the reputation of the University.

### **Principles**

The University is a large and complex organisation and its actions have an impact on the livelihood and education of many people, the local environment and local community. Employees are expected to have regard for the impact of their personal behaviour on the University, colleagues, students, contractors and visitors and community.

All policies referenced in this document can be found in the [HR Policies, Forms and Guidance](#) page on Staff Hub.

### **Access to confidential information**

Employees may, at times, become aware of confidential information about other individuals or the University's activities. Employees are required to respect the need for sensitivity and confidentiality in these circumstances.

### **Breach of Code of Conduct**

Employees are expected to comply with this Code of Conduct and the University's policies and procedures. Any breach may result in disciplinary action in accordance with the Disciplinary Policy.

### **Conduct outside work**

The University does not seek to become involved in the personal lives of employees, however, unlawful or other inappropriate conduct which may have an adverse impact on the University's reputation may be addressed under the University's Disciplinary Policy.

### **Conflicts of interest**

High standards are expected in all aspects of University life and decisions must be made in a fair and balanced way which could stand up to external scrutiny. Employees are required to declare any conflicts of interest so that they are not involved in decisions which may be viewed as biased.

### **External Work**

The University recognises that undertaking external work may important to employees and the University acknowledges the benefits it can bring. Any employee

wishing to undertake external work should speak to their line manager in the first instance.

### **Use of materials covered by Copyright**

Copyright and the use of materials covered by copyright within the United Kingdom (UK) is governed by the Copyright, Designs and Patents Act 1988 and subsequent legislation. All employees are required to familiarise themselves with the Intellectual Property Rights Policy.

### **Data Protection**

Employees are required to ensure that all data is accurately captured, recorded and updated. Employees are also required to ensure that data remains confidential, where applicable. Small errors in data may be considered by individuals to have little significance however they can have serious consequences for the University. Further information is available on the [data protection](#) web pages.

### **Dress code**

The University does not seek to dictate the dress code of employees, other than those who are provided with an uniform and/or protective clothing. Employees must ensure that their dress is appropriate for the situation in which they are working and present a professional image. This may reflect their ethnicity and lifestyle.

### **Drugs and Alcohol**

The University will take appropriate action against any employee who is considered to be under the influence of alcohol or non-medically prescribed drugs whilst at work. See the Disciplinary Policy.

### **Equality & Diversity**

The University is committed to providing an environment in which diversity is valued and encouraged, where there is equal access to opportunities and services and in which all prospective and existing employees and students are treated fairly, with equity, dignity and mutual respect. Employees are required to ensure that no one individual or group is treated less favourably in terms of age, disability, gender, race, religion or belief or sexual orientation or any other inappropriate or irrelevant criteria or distinction. See the [Equality, Diversity and Inclusion information](#).

### **Financial Regulations**

It is essential that the University has sound financial management systems which include a framework of financial controls which are set out in the [Financial Regulations](#). Employees are required to ensure that they adhere strictly to the regulations as they designed to protect the University as well as individual employees.

### **Gambling**

Gambling activities should not be conducted on University premises. However discretion may be used in relation to lottery syndicates, occasional raffles and sweepstakes. If in doubt, please discuss with your line manager.

### **Health & Safety**

All employees have a responsibility for ensuring the health and safety of themselves and others around them. See the [Health & Safety Policies](#) for more information.

### **IT and the Internet**

Many employees have access to IT and internet whilst at work and are required to comply with the IT Regulations & Guidelines and the Acceptable Use of E-Mail and Social Media Policy at all times.

### **Private Telephone Calls**

Employees are allowed to use the University's telephone system for brief or urgent private calls. Employees are allowed to make and receive short personal calls or send and receive texts on private mobile phones however this should not interfere with the employee's work and must be kept to a minimum.

### **Relationships at work**

Employees are expected to act professionally and avoid relationships where there is the potential for a conflict of interest. Relationships which have the potential for conflict could include, for example, family relationships, intimate relationships or business relationships. Employees should follow the procedure in the Professional Relationships between Staff and Others Policy to report a relationship as per the policy, which has the potential to create a conflict of interest or perceived conflict of interest.

### **Raising concerns**

Employees are encouraged to raise concerns via an appropriate process. Concerns may be raised formally under the Grievance Policy or under the Public Interest Disclosure Policy (sometimes referred to as a whistleblowing policy) where attempts to raise and address concerns through normal line management channels have been unsuccessful.

### **Receipt of gifts and Anti-Bribery**

At no time should an employee accept a gift, offer of hospitality, travel or any other form of inducement that could compromise their integrity or independence, or harm the reputation of the University. Further information can be found in the University's Gifts and Hospitality Policy.

### **Respect and Dignity**

The University promotes respectful and positive working relationships between colleagues and between employees and students, clients, contractors and visitors. The University will take action against inappropriate behaviour which shows a lack of

respect for others. The University expects employees to comply with and follow reasonable work instructions given by their supervisor or line manager. See the Harassment and Bullying Policy for more information. Behavioural expectations of leaders and managers can be found in the Leadership and Management Development Programme.

### **Safeguarding**

Employees have a duty to safeguard children and vulnerable adults from

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard includes the duty to report concerns to the University's Designated Senior Person. See the Safeguarding Policy

### **Use of equipment for non-work purposes**

The University will not unreasonably prevent individuals from using University facilities provided that authorisation has been given by a relevant senior manager, that is undertaken in the employee's own time and that any costs will be met by the employee.