

Code of Conduct

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1.0 Introduction

- 1.1 The University expects all staff to conduct themselves in a reasonable and responsible manner when undertaking their duties and responsibilities including involvement in professional and social activities undertaken during the course of University business.
- 1.2 This code of conduct sets out the standards of behaviour for all employees of Staffordshire University. It is recognised that in addition to the University's Code of Conduct, individuals may also be bound by other codes of conduct laid down by the relevant professional regulatory bodies.
- 1.3 An individual failing to observe the standards set out in this code will be subject to appropriate action being taken in accordance with the University's Disciplinary Procedure.
- 1.4 The Code of Conduct comprises three distinct areas:
 - Values
 - Standards of Behaviour
 - Standards of Probity
- 1.5 The Code of Conduct also contains information for employees on what to do if they witness or experience conduct that is contrary to the values, standards of behaviour and/or standards of probity that are contained in the Code.

2.0 Values

- 2.1 Staffordshire University promotes the following workplace values:
 - Respect and support for the rights and dignity of all individuals
 - Open and constructive debate that respects the views of others
 - A collaborative and co-operative approach based on mutual trust
 - Recognising and valuing diversity in the workplace as strength on which to build
 - Professional behaviour and working relationships with colleagues, students, customers and suppliers which ensure the highest quality service standards

3.0 Standards Of Behaviour

The following Standards of Behaviour are expected of all employees of Staffordshire University.

3.1 ***Relationships with People***

Employees should:

- Act with integrity, honesty, fairness, impartiality and diligence when dealing with colleagues, students, customers and suppliers in the course of University business
- Be open in dealing with others
- Behave courteously and respect the rights and dignity of others
- Work within the University on a collaborative and co-operative basis
- Show mutual respect between employees for productive and supportive working relationships

3.2 **Responsibility for University Service Provision**

Employees should:

- Through agreed procedures and without fear of recrimination, bring to the attention of the appropriate level of management any deficiency in the provision of the service
- Report to the appropriate manager any suspected impropriety or breach of University policy or procedure

3.3 **Equality of Opportunity**

Employees should:

- Comply with the University's policies relating to equality issues and ensure compliance with relevant law. All members of the community, customers and other employees have the right to be treated with fairness and equity and not to be the subject of the personal prejudices of others

4.0 Standards of Probity

The following Standards of Probity are required of all employees of Staffordshire University:

4.1 **External Commitments**

- Relationships of a business or private nature with external contractors or suppliers, or potential contractors or suppliers, should be made known to the appropriate manager to avoid a possible conflict of interest arising. Orders and contracts must be awarded by merit, fair competition against other tenders and in accordance with the University's financial regulations
- All employees have contractual obligations to the University and should not take outside employment, which conflicts or subordinates the University's interests
- No outside work of any sort, whether paid or unpaid, should be undertaken in the workplace and the use of the University facilities for this purpose is forbidden, unless this is an external activity, associated with an individual's job role and their University contract of employment

4.2 **Relationships**

- Employees should ensure that they are not involved in processes or decisions relating to matters of relatives, or those with whom they have a close personal relationship
- Employees should ensure that they are not involved in any practices within the University that could be viewed as canvassing for a relative or person with whom they have a close personal relationship

4.3 **Disclosure of Information**

- Employees should observe due care, objectivity and respect for confidentiality when dealing with information in the course of their duties

- Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way

5.0 Related Polices and Procedures that Underpin the Code of Conduct

5.1 The Code of Conduct is interlinked with the following University policies and procedures:

- Disciplinary Procedure
- E Mail Policy
- Grievance Procedure
- Behaviour at Work Policy
- Consensual Relations between Staff and Students
- Public Interest and Disclosure Policy and Procedures
- Financial Regulations and accompanying policies and procedures
- Information Systems Security Manual and Guidelines
- Data Protection Procedure

This is not intended to be an exhaustive list.

5.2 Any employee who is witness to or has/is experiencing behaviour that is contrary to the Code of Conduct should discuss this with his/her line manager or a member of Human Resources and Organisational Development in the first instance.

5.3 An employee who raises a concern regarding behaviour they have witnessed or experienced will be required as part of the management process to provide a signed statement recording their concerns and actions witnessed/experienced. This will aid management in the investigation of such concerns. Any statement that is taken as a consequence of a concern being raised may be shared with relevant parties within the scope of the investigation, as deemed appropriate by Human Resources and Organisational Development, having due regard for the circumstances of the situation.

5.4 Any individual reporting behaviour that is contrary to the Code of Conduct shall be offered support from Human Resources and Organisational Development. Retaliation against an individual for reporting behaviour that is contrary to the Code of Conduct is a disciplinary offence.

5.5 A reported concern regarding behaviour witnessed or experienced that is subsequently found to be in breach of the Code of Conduct will be investigated and reviewed in accordance with the University's Disciplinary Procedure.

6.0 Operative Date

This Code of Conduct was approved by the Board of Governors Employment and Finance Committee held on 19th November 2002 and will take effect from that date.