

EMPLOYEE CODE OF CONDUCT (NC) – PART 1: GENERAL AREAS

Purpose

This code, which has two parts, outlines the standards of behaviour expected from UCEM employees. It is not intended to be exhaustive however highlights some of the key behaviours which UCEM expects from employees within the work environment and also outside work, where the reputation of UCEM may be at risk.

Part 1 covers a number of areas whereas **Part 2**, is focused solely on Safeguarding, as this is a very important area for UCEM.

UCEM promotes respectful and positive working relationships between colleagues and between employees and other stakeholders. Stakeholders include students, visitors, clients, suppliers, Trustees, and partner organisations. Stakeholders will have expectations about the way employees conduct themselves at work; employees must remain constantly aware of how their own behaviour can impact on others.

All employees must remember that they are ambassadors who can further enhance the positive reputation of UCEM. Diminishing the reputation of UCEM is unacceptable.

Any behaviour which breaches of this code (Part 1 or 2 or both) will be investigated thoroughly; this may lead to action being taken under the UCEM Disciplinary Procedure.

Conflicts of interest

Decisions which employees make at work must, amongst other things, be fair, balanced and free from bias. On occasions decisions made will be expected to stand up to external scrutiny.

Should you be faced with a decision during your employment where you feel you may have a conflict of interest i.e. your involvement in that decision may be called into question due to a personal circumstance, please declare this interest to your line manager. An example would be where you are involved in engaging an external supplier of services and you are related to that supplier. UCEM does not wish for employees to be involved in decisions which may be viewed by others as biased.

Academic integrity

UCEM strives to maintain the highest standards in teaching and learning and employees must not conduct themselves in ways that undermine the academic standards of its awards. If you are in any doubt about this, please consult your line manager.

Receipt of gifts and 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 UCEM. If a gift is received, wherever possible this should be shared with UCEM colleagues.

Further information can be found in the Anti-Bribery Policy, available from the University College Secretary.

Access to confidential information and data protection

All employees deal with confidential information as part of their work at UCEM. This may relate to

students, colleagues or the business activities of UCEM. You are required to respect the need for sensitivity and confidentiality at all times and comply with our published data protection policy and guidance notes – as well as undertake compulsory training when required. At UCEM, our Data Protection Officer is Lucy Roper.

For further information about confidentiality please refer to your individual contract of employment.

External academic work

UCEM encourages academic and senior staff to accept invitations to give lectures, present papers, accept appointments as external examiners and undertake similar work of an academic or related nature (for which a fee may be paid), in order to promote their own professional development and to enhance the work of UCEM. Please notify your line manager if you receive a request/an invite. Permission to undertake such work will normally be granted, provided that it does not conflict with your job commitments or is likely to adversely affect your job performance.

Fees payable for such work should be declared to the Vice Principal, Finance and Resources but may be paid directly to the member of staff. You must obtain a clear statement of the fees and allowances which the client is prepared to pay in respect of your services, and at all times seek to avoid committing UCEM to undue expense for travelling or other disbursements. For the avoidance of doubt, under no circumstances should an employee claim expenses from both the client and UCEM.

Undertaking other employment

UCEM recognises that employees may need to supplement their income by undertaking other employment outside UCEM; part time employees may also supplement their income by undertaking other part time employment.

In general terms other employment only becomes a concern for UCEM as the primary employer when:

- The type of work undertaken is in competition with the business of UCEM

- The employment causes a conflict of interest
- The additional hours you are working impairs your ability to perform your job role with UCEM, safely and efficiently

Under the Working Time Regulations 1998 there is a maximum 48-hour working week in force in the UK. If you undertake other employment and your total weekly working hours exceed this amount, UCEM will ask you to sign an opt-out agreement to the Regulations; the alternative is that UCEM asks you to cease the other employment.

Conduct whilst on UCEM business

All employees are expected to behave professionally whilst on UCEM business, including when delivering teaching, attending internal business events e.g. training, and attending social events. In general terms UCEM has the following rules for employees:

- The provisions of the UCEM Equal Opportunities and Dignity at Work Policy continue to apply at work-related events
- Respect anyone who is presenting a session to you; do not be disruptive by talking to colleagues during a presentation
- At social or work events, moderate your consumption of any alcohol, regardless of whether UCEM has provided or paid for the drinks
- Do not use illegal drugs
- Do not say or do anything that could offend, intimidate, embarrass or upset any other person, whether as a joke or not; this includes using abusive, offensive or inappropriate language
- Do not behave in such a way to negatively affect, or potentially affect, the UCEM name and our positive reputation

Please also take note of the UCEM Driving at Work Policy if you are travelling on UCEM business.

Conduct outside work

UCEM does not wish to interfere in the personal lives of its employees, however you are reminded that certain behaviour and actions outside work may risk the reputation or business operations of

UCEM. This includes how you may conduct or present yourself within the social media environment, particularly where there is a link between you and your work for UCEM.

Use of UCEM equipment for non-work purposes

You must not use equipment provided to you for your work for non-work purposes. The only exceptions to this are:

- when you wish to browse the internet before/after work or during lunchtimes
- to use the telephone system for urgent/emergency private calls
- if you have been assigned a smart or mobile phone to carry out UCEM business and you have specifically been told that personal usage is permitted

Please read and adhere to our published IT Security and related policies.

Use of smartphones, mobile phones and other devices

UCEM recognises that such devices are part and parcel of everyday life. All that UCEM stipulates is that usage of these devices is kept to a minimum and does not interfere with your work, or the work of your colleagues. Ringtones and device sounds must be on silent during working hours (especially in meetings) unless there is an emergency, in which case please inform your line manager.

Gambling

Gambling activities should not be conducted on UCEM premises. Discretion may be used in relation to lottery syndicates, occasional raffles and sweepstakes.

Raising concerns at work

Employees are encouraged to raise concerns via an appropriate process, informally in the first instance if possible.

Formal concerns about your contract of employment with UCEM can be raised under the Grievance Procedure (informally or formally). UCEM also has in place a Whistleblowing Policy for the raising of more serious concerns, concerns which you reasonably believe to be in the public interest.

Relationships at work

Employees are expected to act professionally and avoid relationships where there is a potential for a conflict of interest at work. Relationships which have the potential for conflict could include, for example, family relationships, intimate relationships or business relationships.

Please refer to the Relationships at Work Policy for further guidance.

Questions about this Code and related policies/procedures

Should you have any questions relating to this Code or any associated policies, procedures or other guidance documents, please contact your line manager or the HR team.

All employees are reminded comprehensive UCEM policies and procedures, can be found on the intranet.

This policy is non-contractual.