

Standards of Professional Conduct Policy

The following policy provides examples of the Schools Professional Standards of Conduct. Breaches of the following points may lead to disciplinary proceedings.

Equal Opportunities

- Employees are expected to comply with the School's Equality Policies at all times, these include; Race Relations Policy, Gender Policy and the Disability Policy.

Health and Safety

- Employees must not breach the rules and regulations stated in the Health and Safety Handbook.

General Conduct

- Employees are expected to comply with reasonable management instructions and to observe operational regulations in the School.
- Employees are expected to treat students, colleague, clients and visitors with respect and dignity at work at all times and not to misuse their position or authority.
- Employees are expected to communicate with students, colleagues, clients and visitors in a professional appropriate manner at all times. This includes verbal and written communication and the publishing/posting of information on social media platforms.
- Employees must not fight with or physically or verbally assault colleagues or students or members of the public.
- Employees must not present themselves at work when their ability to undertake their duties is influenced by drugs and / or alcohol. Where employees are taking prescribed medication that may affect performance the employee should inform their line manager.

Finance

- Employees must not breach the rules and regulations stated in the Financial Regulations.
- Employees must comply with the School's Financial Regulations at all times.
- Employees must not accept any gifts, rewards or hospitality (or have them given to members of their families) from any organisation or individual with whom they have contact in the course of their work that would cause them to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality. The frequency and scale of hospitality accepted should not be significantly greater than the institution would be likely to

provide in return as set out in the registrar of interest forms from time to time.

- Employees must not solicit or accept gifts, gratuities or bribes from others.

Professional Conduct

- Employees are required to comply with statutory or contractual obligations with regards to their contract of employment and the School's Framework for Pay and Conditions of Service for Staff.
- Employees must not willfully neglect their work.
- Employees conduct outside of work must not conflict with their official professional role within the School.
- Employees must not openly disrespect fellow colleagues in team meetings, committees, school/social events, digital/social networks and in communication with students, visitors and employees.

Absence and Timekeeping

- Employees should report to work as required and should inform their line manager, as reasonably practicable on the first day of absence, if they are unable to work.
- Employees should not abuse the School's sick pay leave entitlement.
- Employees granted permission to work from home should not abuse this privilege and should be contactable (by phone and email) during the core office hours.
- Employees must comply with the School's annual leave provision and not abuse the entitlement as outlined in the Framework for Pay and Conditions of Service for Staff.

Resources

- Employees must not steal materials or equipment from the School.
- Employees must not deliberately damage School property or equipment.
- Employees must ensure provision is granted by the appropriate Deputy Principal before equipment or facilities are used for research or private use.
- Employees must not abuse the School's telephone or email provision for personal use.

Confidential Information

- Employees are expected to comply with the Confidential Information clause as stated in contracts of employment and the Framework for Pay and Conditions of Service for Staff.
- Employees must not either during their employment nor at any time after its termination, use or divulge to any person, corporation, company or other organisation whatsoever any confidential information belonging to the School, to any Subsidiary or relating to its or their affairs or dealings.
- Employees must not share confidential School information with students, colleagues, visitors and clients.