

<b>DEPARTMENT:</b>	<b>Human Resources</b>
<b>TYPE:</b>	<b>Guidelines</b>
<b>TITLE:</b>	<b>Code of Conduct</b>
<b>PERSON RESPONSIBLE:</b>	<b>Vice Principal – Communications, Staff and Student Services</b>
<b>PURPOSE:</b>	To provide guidance to all members of staff on the conduct and professional standards which are expected of them by the Group in the performance of their duties.

## **Introduction**

The Group Corporation recognises that members of staff have freedom within the law to question received wisdom and to put forward new ideas and controversial opinions to management without placing themselves in jeopardy of losing their jobs or status or any other privileges which they may have within the Group.

The Group Corporation nevertheless expects all staff to conduct themselves in a professional and responsible manner when undertaking their duties. They should fulfil their responsibilities positively, to the best of their ability, and always comply with lawful and reasonable instructions from line managers.

Each member of staff is therefore expected to abide by the terms and conditions of his/her employment and to fulfil the requirements of his/her agreed job specification, which may be subject to review from time to time.

Any action undertaken by a member of staff as part of a trade union dispute, where this action has been properly and legally called by a recognised trade union, shall be outside the scope of these guidelines.

## **Procedure**

- 1.1 Certain types of conduct are unacceptable and could result in disciplinary action being taken. It is not possible to categorise definitively the conduct which could result in disciplinary action being instituted, as each case would need to be judged within the context of the particular circumstances. See the Disciplinary Procedure for more details.
- 1.2 We expect staff to adhere to the following standards of behaviour at all times while representing Newcastle and Stafford Colleges Group either in the workplace or outside:

- Ensure that learners are safeguarded and protected, that any welfare concerns are handled appropriately and in accordance with the Group's Safeguarding Policy and Procedures.
- Work to ensure that, during their time at College, all learners feel safe, respected and free from bullying, victimisation, abuse or harassment.
- Actively promote equality and diversity and challenge instances of bullying, harassment, discrimination, stereotyping or prejudice.
- Follow all recognised policies, procedures and health & safety systems.
- Challenge situations that threaten the health, safety and welfare of others and, in particular, ensure that learners understand and observe safe working practices at College and/or in the workplace.
- Understand and maintain the boundaries between personal and professional life.
- Only access information stored on College systems for legitimate purposes related to the performance of your role. When in doubt ask for information from your Line Manager prior to proceeding.
- Be a team player. Make an equal contribution, helping and supporting colleagues when they need it.
- Value colleagues, students and Group visitors and treat them with dignity and respect.
- Work with positive intent, promoting an ethos of trust and challenging negativity.
- Act as a good ambassador whenever you are representing the Group, presenting a professional and positive image.
- Take responsibility for your own actions and learn from mistakes.
- Work efficiently without wasting resources (including time).
- Look for solutions rather than problems.
- Seek guidance from Line Managers and/or Human Resources and use appropriate channels\* for raising any concerns.

\* The following are the formal procedures available for employees to use when informal attempts to resolve issues have not succeeded.

- Staff Grievances
- Harassment Policy
- Public Interest Disclosure Policy and Procedure (Whistleblowing)