



# **Code of Conduct Policy for Staff**

Core Documentation Cover Page

# Code of Conduct Policy for Staff

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Feb 2011 QAEC	To clarify the expectations of staff regarding their conduct in the workplace.	HR Assistant	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2013 or in line with legislative changes
V1.0	Jan 2013 N/A	Biennial Review No Changes	HR Assistant	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2015 or in line with legislative changes
V2.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy, staff role and policy titles and footnotes.	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2015 or in line with legislative changes
V3.0	May 2018 PRAG Chair	Administrative Amendments to reflect title changes (i.e. from Principal to Vice-Chancellor, etc.)	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2015 or in line with legislative changes

## Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## CODE OF CONDUCT POLICY FOR STAFF

### CONTENTS

Code of Conduct Policy for Staff.....	3
1. Scope .....	4
2. Introduction.....	4
3. Core Values.....	4
4. Professional Relationships.....	5
5. Outside work.....	5
6. Intellectual property .....	5
7. Conflicts of Interest.....	6
8. Gifts or Inducements.....	6
9. Equality of Treatment.....	6
10. Access to Confidential Information.....	7
11. Use of Computers.....	7
12. Health & Safety at Work.....	7
13. Raising Matters of Concern or 'Whistleblowing' .....	7
14. Breaches of this Code.....	8

## 1. SCOPE

- 1.1 The University College of Osteopathy (UCO) is committed to the highest ethical standards in the way it conducts all aspects of its work. This Code of Conduct provides guidance in relation to the standards which the UCO expects of its staff. All employees of the UCO are required to be aware of and abide by its provisions. The Code applies equally to full-time and part-time employees, visiting lecturers and those on short or honorary contracts, regardless of seniority or length of service.
- 1.2 As a member of staff you are individually responsible for ensuring that you comply with all laws and regulations applying to your work at the UCO.

## 2. INTRODUCTION

- 2.1 General characteristics of good conduct include, (please note that this is not an exhaustive list but will be used as a general guide when dealing with any issues of concern):
- a) a conscientious, diligent, honest and responsible approach to work;
  - b) good timekeeping;
  - c) a caring and respectful attitude to colleagues, students, patients and visitors;
  - d) a friendly disposition and welcoming concern for the welfare of the Institution and all personnel within it;
  - e) a determination to respond to daily pressures with constructive efforts;

## 3. CORE VALUES

- 3.1 Central to this Code of Conduct are the UCO's underpinning Core Values, which are a central set of values and conduct to which all staff should aspire to and wish to foster and sustain. These values underpin the UCO's Strategic Plan and are as follows:
- Students and patients come first
  - A culture of critical enquiry, scholarship and research
  - A respect for the heritage and values of osteopathy
  - A respect for creativity and innovation
  - A respect for equal opportunities
  - A celebration of diversity
  - A culture of openness and honesty
  - A culture of collaboration and teamwork
  - A desire for environmental sustainability

## 4. PROFESSIONAL RELATIONSHIPS

- 4.1 The relationship between student and teacher is an integral part of the educational development of the student. In order that enquiry and learning can be facilitated, this relationship must be a supportive one characterised by good communication, trust and confidence.
- 4.2 Unprofessional behaviour on the part of staff can lead to abuse of such a relationship, made more serious by the unequal balance of power between the two parties. The UCO therefore expects ethical, professional relationships between academic/clinic staff members and students within the classroom and clinic, in one-to-one tutorials and in social settings.
- 4.3 Lecturers and Clinic Tutors are strongly advised not to enter into any sexual/romantic or other potentially incompatible relationships with students which may compromise the relationship of academic trust, or could reasonably appear to do so in the eyes of other students.
- 4.4 If such a relationship does occur, it is your duty to declare it so that alternative arrangements can be made for the tutoring, supervision and assessment of the student concerned. The declaration can be made in confidence to the Vice-Chancellor or HR Manager. Should you find yourself in doubt about your position you are encouraged to discuss this with a Counsellor.
- 4.5 To leave undeclared a sexual/romantic or otherwise potentially incompatible association where a lecturer or tutor is also in professional contact with the student, may be regarded as misconduct and could leave the member of staff open to disciplinary action. You should be aware that such an abuse of professional relationships may also lead to complaints of sexual harassment. Staff should note that it could prove exceedingly difficult to defend themselves against such complaints on grounds of mutual consent.

## 5. OUTSIDE WORK

- 5.1 The Main Terms and Conditions of Employment<sup>1</sup> of each member of staff lay down procedures to be followed in connection with paid outside work. To help the UCO comply with the European Union's Working Time Directive, you should advise your line manager of any paid work, including self-employment and consultancy, which you undertake outside the UCO.

## 6. INTELLECTUAL PROPERTY

- 6.1 Where appropriate, the rights to benefit from inventions, discoveries and patents are defined in the Main Terms and Conditions of Employment of each member of staff. If, in the course of your work or works funded through the UCO, make an invention or discovery, which is capable of receiving copyright or which they believe to be commercially exploitable, must disclose this fact to the UCO through your line manager.

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<sup>1</sup> Terms & Conditions. Contract of Employment, (UCO, 2011)

## 7. CONFLICTS OF INTEREST

- 7.1 It is important that all decisions relating to the UCO's business will withstand external scrutiny, and can be seen to be clear of personal interest. The UCO's Company Secretary maintains a register of the outside interests of senior staff. Other staff have a duty to disclose to their line manager any external business or professional interest, including directorships of companies, which might potentially be seen as providing a conflict of interest with their duties as a member of staff.
- 7.2 You may at times find yourself in a position to make decisions which can have a significant impact on other people. These include recruitment of staff and processes for reviews of contracts or promotion, and selection and assessment of students. In all such cases it is essential that your decisions are taken in a fair and balanced way that could stand up to external scrutiny, and be seen to comply fully with the law and the UCOs equal opportunities policies. Conflicts of interest should be identified and declared, so that you can avoid being involved in decisions if your actions might be perceived as being biased.
- 7.3 You may, through the course of your duties, be in a position to place or influence the placing of orders or appointments for the provision of goods or services for the UCO. You should inform your immediate superior before any order is placed if you yourself, your partner or other close family members, have outside interests which might lead to personal or financial gain or loss from such transactions, whether directly or indirectly.

## 8. GIFTS OR INDUCEMENTS

- 8.1 Occasionally firms or individuals may offer gifts or hospitality to members of staff who are in a position to influence orders, contracts or academic results. If you find yourself in this situation you should treat such offers with great care, as your professional integrity could be called into question. Hospitality accepted should not be significantly greater than could be reciprocated at the UCO's expense. Regular invitations from the same source, or offers of hospitality which might imply obligations or raise suspicions should be declined.
- 8.2 Gifts of a trivial or inexpensive nature may be accepted at your own discretion, but anything with a value above £50 should normally be refused. In exceptional circumstances and with the authority of the Vice-Chancellor, a more valuable gift (such as a painting or artefact) may be accepted for display or disposal by the UCO.

## 9. EQUALITY OF TREATMENT

- 9.1 Individuals in a position to place or influence the placing of orders are responsible for ensuring that there can be no criticism that unequal treatment has been given to potential suppliers. Particular care is required where suppliers are involved in a tendering process. Advice should be sought from the Finance Director, (member of the Senior Management Team) if necessary.
- 9.2 Any personal inducements to place orders should be declared, and the matter reported to the Finance Director immediately (see Conflicts of Interest).

## 10. ACCESS TO CONFIDENTIAL INFORMATION

- 10.1 Although the majority of the UCO's business is conducted in an open fashion, there will be times when you may become aware of confidential information, either about other individuals or in connection with the UCO's commercial or academic activities, as a result of your position as a member or secretary of a UCO committee, recruiter or line manager.
- 10.2 You should be aware of the need to maintain confidentiality, and to respect the proper channels of communication for such information. If you collect personal data in the course of your work you have a duty to ensure that it is gathered, stored and used in accordance with the principles in the Data Protection Policy<sup>2</sup>.
- 10.3 You should consult the UCO's Company Secretary concerning the disclosure of information under the Freedom of Information Act if necessary.

## 11. USE OF COMPUTERS

- 11.1 As a member of staff, you are responsible for using the UCO's network facilities in a responsible manner. The network may not be used to gain any unauthorised or illegal access to data or systems, or for any other purpose which might bring the UCO into disrepute. For further details please refer to the UCO's ICT Acceptable Use Policy<sup>3</sup>.

## 12. HEALTH & SAFETY AT WORK

- 12.1 It is the duty of all employees to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work. You should not recklessly interfere with or misuse anything provided in the interest of health, safety or welfare. As part of your induction you should be provided with a copy of the UCO's Health & Safety Policy<sup>4</sup>.

## 13. RAISING MATTERS OF CONCERN OR 'WHISTLEBLOWING'

- 13.1 Individuals have a duty to raise any matters of concern which they may have about the conduct of UCO business. This should normally be done through your line manager; but in circumstances where this is not appropriate you may approach the HR Manager in confidence.
- 13.2 No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so. For further guidance please refer to the UCO's Public Interest Disclosure (Whistleblowing) Policy and Grievance Policy, both of which can be found on the intranet<sup>5</sup>.

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<sup>2</sup> [http://uco.ac.uk/policies\\_and\\_procedures/staff](http://uco.ac.uk/policies_and_procedures/staff)

<sup>3</sup> [http://uco.ac.uk/policies\\_and\\_procedures/](http://uco.ac.uk/policies_and_procedures/)

<sup>4</sup> [http://uco.ac.uk/policies\\_and\\_procedures/](http://uco.ac.uk/policies_and_procedures/)

<sup>5</sup> [http://uco.ac.uk/policies\\_and\\_procedures/](http://uco.ac.uk/policies_and_procedures/)

## 14. BREACHES OF THIS CODE

- 14.1 Breaches of this code by any individual may result in disciplinary action being taken in accordance with your Main Terms and Conditions of Employment, following an appropriate line of investigation.