



BIRMINGHAM CITY
University

CODE OF CONDUCT



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1. INTRODUCTION

The University's mission is to transform the prospects of individuals, organisations and society through excellence in practice-based education, research and knowledge exchange. We are well placed to achieve our mission with an increasingly strong local, national and international reputation that is up to all of us to safeguard.

For the University to be successful it is vital that all employees understand their work, their responsibilities whilst at work and also understand how their activities outside work may affect their ability to do their job during working hours.

The University is committed to the highest standards of personal, professional and ethical conduct. The Code of Conduct describes the standards of behaviour expected from each employee as a representative of the University. It also outlines the responsibilities of all employees to the University, to their colleagues and to students and other stakeholders. The Code covers the most important issues relating to the personal conduct of all employees but is not intended to be exhaustive.

This Code of Conduct incorporates all relevant employment legislation and is underpinned by the University's [values](#), commitment to equality and diversity and the Seven Principals of Public Life (the Nolan Principles - See Appendix A).

Unless stated otherwise, this Code of Conduct does not form part of an employee's contract of employment and may be amended from time to time. Where the Code makes reference to a specific University policy, the contents of that policy will take precedence.



2. SCOPE

The Code of Conduct applies to all employees at Birmingham City University, including casual workers, agency workers and contractors. The Code covers a wide range of matters setting out the University's core policy.



3. PRINCIPLES

- The University is committed to the highest standards of openness, probity and accountability.
- All activities undertaken by employees must comply with the University's ethical standards.
- The University respects the principles of academic freedom, including the freedom to pursue unorthodox and innovative approaches to research or teaching.
- The University takes appropriate steps to ensure that employees conduct their affairs in a responsible manner.
- All employees must conduct themselves in accordance with the BCU values, and the requirements of the Equality, Diversity and Inclusion in Employment Policy.
- All employees should also ensure they maintain compliance with the University's mandatory training requirements.
- The University takes reasonable steps to ensure that the Code of Conduct is kept up to date and that the most recent version will be available on the intranet. Where the Code makes reference to a specific university policy, the contents of that policy will take precedence.
- Breaches of the Code of Conduct will be treated seriously and may result in disciplinary action up to and including dismissal (see ['Disciplinary Policy'](#)).



4. ROLES AND RESPONSIBILITIES

The roles and responsibilities set out below include but are not limited to the following:

Vice Chancellor's Office, PVC/Deans, Heads of School and Service Directors

- Acting as a role model to employees by incorporating and promoting a commitment to the principles of the Code of Conduct into normal ways of working.
- Ensuring the development, implementation and publication of Ethical Review Processes.
- Fully supporting the implementation of the Code of Conduct to ensure high standards of conduct, behaviour, accountability and transparency of performance.

Managers

- Ensuring that their employees (including agency, contractor and other third party workers) understand their responsibilities under the Code of Conduct and other financial and relevant University wide policies.
- Reinforcing the importance of behaving ethically and in line with the University's values.
- Ensuring data is accurate, kept up to date and managed in line with the General Data Protection Regulations (see 'GDPR').
- Challenging conduct that is inconsistent with the Code of Conduct and taking appropriate action.

All employees

- Understanding and acting in accordance with the University's vision, values, policies and procedures and the Code of Conduct.
- Taking pride in their work and bringing commitment and personal effort to their assigned tasks.
- Attending work in a condition where they are able to carry out their duties effectively and safely.
- Showing consideration and respect for others.
- Taking responsibility for their actions and decisions ensuring they do not exceed the authority of their position.
- Ensuring their conduct does not create perceptions of any conflict between their official duty and their private interest or bring the University's reputation into disrepute.
- Familiarising themselves with relevant HR and University policies, and seeking clarification where necessary.

Human Resources Department

- Ensuring all employees have access to up-to-date HR policies.
- Monitoring and reviewing the effectiveness and consistent application of the Code of Conduct.
- Advising managers on matters relating to the implementation of the Code.

5. GENERAL STANDARDS OF BEHAVIOUR

5.1 CONDUCT

All employees are expected to work within the scope of their contract of employment, to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas and to work to the requirements of their job description. An employee's contract of employment is based upon trust and that trust would be damaged if they:

- Are not truthful and honest in their dealings with the University, their managers, colleagues, students and other stakeholders.
- Seek to deceive the University by withholding information, giving false information, or destroying, damaging or altering any records or documents
- Misrepresent the University in their dealings with others or make any statement on behalf of the University which they are not authorised to do (e.g., making statements to the press or other media) with the exception of matters covered by the [Whistleblowing Policy](#)
- Fail to treat colleagues and others with whom they come into contact with respect, and in a fair and equitable way or doing anything that would demean, distress or offend other people - as defined by the [Prevention of Bullying, Harassment and Victimisation Policy](#).

5.2 VALUES

All employees must conduct themselves in accordance with the [BCU values](#). They should also be aware of the requirements of the [Equality, Diversity and Inclusion in Employment Policy](#), and ensure they do not engage in any activity which could reasonably be seen to constitute bullying, harassment or victimisation, or be biased, discriminatory or unfair towards others.

5.3 GRIEVANCES

If any employee has a complaint about a matter relating to their work they should raise it at the earliest opportunity and wherever possible informally in the first instance with their line manager or the person concerned. If they wish to raise a grievance they should refer to the [Grievance Policy](#).

5.4 RAISING MATTERS OF CONCERN

If an employee wishes to raise a concern about any breaches of the law or propriety by the University or fellow employees, they should usually contact their PVC/Dean or Director in the first instance. Alternatively they you can use the [Whistleblowing Policy](#).

5.5 DRUGS AND ALCOHOL USE

The University recognises that drug and or alcohol related problems can have a detrimental effect on health, work performance and behaviour. If an employee has a drug or alcohol problem, the University will provide reasonable support (e.g., helping the employee to obtain specialist help) if they are willing to co-operate in the treatment of that problem. However the University has a responsibility to ensure the health and safety of all employees, students and stakeholders with whom they may come into contact and will seek to minimise any risks.

No employee is permitted to consume alcohol or any illegal drugs at work or during a period prior to work where the effects may carry over into the workplace. Special rules may apply in relation to alcohol, where the University may sponsor an event for staff, e.g., Christmas party.

Disciplinary action may be taken up to and including dismissal where the use of alcohol or drugs (other than on prescription or when an employee has an alcohol or drug dependency problem) affects their performance or behaviour. An employee's continued employment may also be at risk where treatment for a drug or alcohol dependency problem is not possible or has not succeeded.

5.6 ARREST, CRIMINAL CHARGES AND CONVICTIONS

If an employee has been arrested, charged with or convicted of a criminal offence they must notify their line manager immediately. The University will investigate the circumstances and consider the effect the charge or conviction has on their suitability to do their job and their relationship with work colleagues, students and other stakeholders. In these circumstances, disciplinary action may be taken against an employee which in the most serious cases could result in their dismissal.

5.7 HEALTH AND SAFETY

All employees look after the health and safety of themselves and others who may be affected by their actions or omissions. All employees are required to undertake health and safety awareness training and carry out reasonable instructions to protect themselves and others.

6. CONFLICTS OF INTEREST (INCLUDING CONDUCT OUTSIDE WORK)

6.1 CONDUCT OUTSIDE WORK

The University does not seek to dictate how employees conduct themselves in their personal life. However employees must:

- Avoid doing anything outside work that might adversely affect the University's reputation or bring the University into disrepute, for example, unlawful or anti-social behaviour. This includes the use of social media (both in a professional and private context), and the attention of all employees is specifically drawn to the provisions of the University's [Social Media Policy](#).
- Either in their capacity as an employee or worker in a personal capacity, not allow their position to conflict with the University's requirements or use their position to improperly confer an advantage or disadvantage on any person (see also section 15 of the [Recruitment and Selection Policy](#) regarding the requirements placed on members of selection panels).
- Exercise care to see that the development of active links with industry, commerce and/or the professions does not inadvertently give rise to conflicts of interest.

6.2 CONFLICTS OF INTEREST

6.2.1 RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

The University has updated its [policy](#), which is available separately on the HR pages of iCity. Primarily, this makes clear that intimate relationships with students, for academic employees and employees who have responsibility for students, is **strictly prohibited**.

6.2.2 PERSONAL RELATIONSHIPS BETWEEN EMPLOYEES

A 'personal relationship' for these purposes is defined as:

A family relationship, e.g., parent and child, brother-in-law, partner of adult, sister, niece, stepson etc (this list is not exhaustive)

A romantic/sexual relationship or otherwise intimate relationship

AND where those involved are working closely with each other, in particular, line managing, supervising, conducting IPRs or where there is any other potential conflict of interest or potential for there to be a perceived or actual misuse of power.

Employees should in each instance report the relationship to their line manager (or more senior manager if the direct line manager is the person involved in the relationship).

Where this is not appropriate, or the individual feels uncomfortable with this requirement, they should seek advice from their HR Business Partner.

Following a declaration, the line manager will discuss with their Head of School / Director how the situation should be managed, with all discussions as far as possible remaining confidential.

To avoid any actual or potential for there to be a conflict of interest, employees who are in a line management or supervisory role with whom they have declared a personal relationship should not be involved in any of the following activities with that individual unless absolutely unavoidable - as a result, alternative line management arrangements should be put in place:

Individual performance review meetings including probationary period assessments

Grievance or disciplinary procedures

Recruitment or promotion / conferment decisions

Other managerial decisions which it could be perceived to be a misuse of power or giving preferential treatment e.g., granting flexible working requests.

In all cases, employees who are uncertain about whether they should declare a personal relationship can seek guidance from their line manager or their HR Business Partner.

6.3 INTERESTS

Employees must declare immediately any direct or indirect interest in any firm supplying goods, equipment or a service to the University, or buying goods, equipment or services from the University. Further information is available in the [Anti-Bribery Policy](#), the University's [Financial Rules](#), and [Anti-Fraud Policy](#).

6.4 GIFTS AND HOSPITALITY

If an employee is given a gift or inducement by a firm, visitor, client or student they should ensure that this cannot be perceived as an improper inducement or bribe. If the gift is genuine, it is permitted for the employee to accept it up to a maximum value of £20.

If a gift exceeds this amount or its value is uncertain, the gift should be reported to the PVC Executive Dean or Director and recorded in the Hospitality and Gifts Register. The gift can then be 'purchased' by the employee / or offered for sale to other employees with the resulting proceeds donated to University charities. In these situations, and as a guiding principle, any gift or hospitality should be appropriate and its value reasonable and proportionate to the circumstances.

Occasional business lunches or hospitality and invitations to outside events may be accepted subject to the prior approval of the employee's line manager and ensuring the event is logged in the register.

Employees should never accept/offer gifts or hospitality from individuals or organisations that are currently tendering or are about to tender for any contract with the University.

Further information is available in the [Anti- Bribery Policy](#) and the [University's Financial Rules](#).

6.5 OTHER EMPLOYMENT (SEE ALSO SECTION 11 CONSULTANCY)

Full time employees are expected to devote their working time exclusively to the service of the University. However, any other paid work:

- Can only be undertaken with the agreement of the University.
- Must not conflict with the University's interests or affect an employee's ability and credibility to do their job.
- Must not be carried out in University time, when you the employee is off sick, or by using University resources.

6.6 USE OF AUTHORITY

All employees are expected to provide honest and impartial advice regardless of their personal views. They:

- Must not use their official position, status or authority to seek to improperly influence a decision or action (for example lobbying, or seeking to unduly influence others to follow a particular course of action).
- Must not allow their private interest or personal beliefs to conflict with their professional duty. If they believe they cannot act impartially they should discuss this with their line manager.
- Must not misuse their official position or information acquired in the course of their employment to further their private or personal interests or the interests of others (including family and friends, members' clubs).
- Should use their discretionary powers appropriately and in line with relevant legislation, University Articles and Statutes or procedures and guidance.
- Must ensure at all times that they have the authority to take action or that they have been delegated the power by a person with the necessary authority to take action.

7. UNIVERSITY PROPERTY, FACILITIES AND EQUIPMENT*

7.1 COMPUTER SYSTEMS AND NETWORKS

All employees are expected to protect the University's property, assets and data and use them in the manner intended. The University's computing and networking facilities should be used only for work and activity approved by the University.

- They should not make any attempt to access the University's systems and networks unless this has been authorised.
- They must not attempt to access the systems and networks of other establishments unless the service required is a public or open access facility or authorisation has been obtained from the

service provider.

- They must not use computer systems and networks to engage in any activity liable to cause offence or to obstruct other users of the University's systems or users elsewhere.
- The computer systems may not be used to access, display, print or distribute libellous, unethical or illegal material.
- If an employee is loaned equipment to assist them in their work they must take responsibility for the item(s) in their charge, and ensure their safe and prompt return when they leave the employment of the University.
- You must not make duplications of University data to portable storage devices given the risk that these may be accessible to unauthorised persons.
- University data must remain within University systems, including public cloud storage services approved and provided by the University unless prior authorisation has been obtained with due security precautions taken. This includes transmission of data via insecure internet channels.
- Devices used to access University data, whether issued by the University or privately owned, must be kept secured at all times and if necessary be security protected (by password, PIN, biometric checks, etc).

*[*IT Security - Policies and Guidance : Birmingham City University \(bcu.ac.uk\)](#)*

7.2 SECURITY

The sharing of passwords is not permitted and is a breach of the [Computer Systems Networks Policy](#) (Section 6).

As a result any employee found to be in breach will be subject to disciplinary action. All employees must display their University staff ID card at all times when on University premises.

7.3 USE OF TELEPHONES, MOBILES, INTERNET, PHOTOCOPIERS

Employees are permitted occasional use of telephones, photocopiers, computers and other equipment for personal use which is generally restricted to non-work times.

- Private international calls are not permitted without prior authorisation from the budget holder.
- Excessive use of University property for personal use is unacceptable and the privilege could be revoked and/or disciplinary action taken.
- The University reserves the right to recharge the costs of excessive private calls and text messages.
- If employees are uncertain as to what could be regarded as 'occasional' or 'excessive' they should ask their line manager for clarification.

7.4 BUILDING ACCESS AND ID CARDS

- An employee's University ID card is unique to them and confirms their identity to security personnel and employees and students. Their University ID also provides access to buildings and controlled areas for which they have been assigned access.
- It is their responsibility to carry their ID card on their person at all times when on University premises.
- It is their responsibility to protect their ID card and ensure it is not used by anyone else. Lost ID cards must be reported immediately so that they may be disabled, and a replacement issued.
- There may be a charge for reissuing ID cards.

7.5 THEFT OF UNIVERSITY ASSETS

Unauthorised removal of University property is regarded as theft. This applies to products, equipment or information or theft through misappropriation or intentional misreporting of time or expenses. Acts of theft will be dealt with through the [Disciplinary Policy](#).

8. CONFIDENTIALITY AND PRIVACY

The University owns a large amount of personal data and therefore it is essential all employees understand and comply with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

8.1 DISCLOSURE OF PERSONAL INFORMATION

Employees must not disclose to a third party, any information about another employee or student, including their connection to BCU, without first obtaining their written permission. If employees are unsure, they should seek advice from the Data Protection Officer, or their line manager.

All employees should also ensure they are familiar with and comply with the University's policies and procedures. [The Data Protection Policy](#) covers all personal data processed by the University and is applicable to all employees, contractors or companies and other third parties holding, storing or using information for or on behalf of the University.

8.2 CONFIDENTIAL INFORMATION

Employees must not disclose any confidential information relating to the University's commercial or financial activities (for example information that is not within the public domain) or disclose confidential information that could embarrass, harm or prejudice the University. They must not remove any documents, or tangible items which belong to the University, or which contain any confidential information from the University's premises at any time without prior authorisation.

Employees must return to the University upon request and, in any event upon the termination of their employment, all confidential information, documents and other papers. This includes any copies or extracts thereof made or required by them in the course of their employment which belong to the University, or which contain or refer to any confidential information and which are in their possession or under their control. If the information is password protected they must also provide the password(s).

They must also when requested by the University, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in their possession or under their control.

9. FINANCIAL PROBITY

The University has a set of Financial Rules in place within which all employees of the University must adhere to. The Financial Rules are designed to ensure that financial management within the University is of the highest standards. The Financial Rules set out the responsibilities and limits of authority of senior employees and specify the procedures to be followed in managing the day to day financial transactions of the University.

Gifts for employees should not in any circumstances be purchased using University budgets.

Alleged breaches of the Financial Rules by any employee of the University will be dealt with in accordance with the [Disciplinary Policy](#).

9.1 TRAVEL AND EXPENSES

If an employee is required to travel for business purposes, the University will reimburse the cost of doing so provided that the travel is undertaken wholly and exclusively and necessarily for business reasons between one place and another to carry out the duties of the same employment. Costs incurred commuting between home and the normal or permanent place of work will not be reimbursed.

Employees will be reimbursed for costs (on submission of appropriate evidence) incurred directly in undertaking University business, which is typically travel, subsistence and accommodation. All employees are required to exercise economy and take advantage of special travel arrangements.

All travel must comply with the [Travel and Expenses Policy](#).

9.2 PROCUREMENT

If an employees is authorised to commit expenditure they are expected to seek value for money, and comply with the provisions of the [Sustainable Procurement Policy](#).

The University has a number of centrally agreed arrangements for goods and services and consortium framework agreements. Where such agreements exist employees should ensure that any purchases are made utilising those contracts.

The procedures for obtaining estimates are as follows (all values include VAT):

- Cost below £10,000 – Obtain a single quote
- Cost £10,000 to £60,000 – Three written quotes or, depending on complexity, risk and value of the purchase, a mini-tender (via In-tend)

Note: if 3 quotes cannot be obtained for expenditure over £10,000 a procurement waiver must be completed and approved at Procurement Board.

Over £60,000 – an open and competitive process must be conducted by the Procurement department.

Above the European Union threshold - consult the Procurement Department.

Any expenditure over £25,000 must be approved at Procurement Board.

Further guidance is available in the [Financial Rules](#).

10. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

10.1 COPYRIGHT

All records, documents and other papers (including copies and summaries thereof) which relate to the finance and administration of the University, and which are made or acquired by employees in the course of their duties are the property of the University. The copyright in all such original records, documents and papers will at all times belong to the University.

The copyright in any work or design, compiled, edited or otherwise created by employees as 'scholarly work' produced to further their professional career shall belong to them; scholarly work includes items such as books, contributions to books, articles and conference papers. The copyright in any material employees produce for their personal use and reference including as an aid to teaching also belongs to them.

The copyright in course materials produced by employees in the course of their employment for the purposes of the curriculum of a course run by the University and produced, used or disseminated by the University shall belong to the University, as well as the outcomes from research specifically funded and supported by the University.

The above arrangements will apply except where agreement to the contrary is reached between them and the relevant PVC Executive Dean or Director.

The unauthorised usage or copying of software in breach of licensing agreements may result in disciplinary action. The University reserves the right to take legal action against employees if they cause the University to be involved in legal proceedings as a result of violation of its licensing agreements.

10.2 INTELLECTUAL PROPERTY

The University recognises the value of producing and sharing knowledge and the importance of its contribution to the development of individuals and society. Intellectual property generated by teaching, research and other work at the University where University facilities or resources have been used is an important asset for the University and has the potential to enhance the University's reputation as a creative, enterprising and professional institution.

Further guidance is available in the [Intellectual Property Policy](#).

11. CONSULTANCY

The University values the undertaking of consultancy activity and recognises that consultancy forms a necessary and vital part of its function as a University. The essential features of Consultancy are:

- That it is work of a professional nature, undertaken by University employees in their field of expertise, for clients of the University and for which payment is made.
- It produces some form of contracted output which, in general is partly or wholly owned by the client.
- The University normally does not have freedom of publication over the results of consultancy.

11.1 UNIVERSITY CONSULTANCY

If you carry out consultancy work this may be undertaken in addition to normal duties or may be part of normal duties. University consultancy falls outside the University's charitable purposes and is undertaken through the University's trading subsidiary, BCU Enterprise Ltd. If you undertake University consultancy you must register your name and the nature of your expertise with your PVC Executive Dean or Director, and the Director of Research, Enterprise, and Innovation.

11.2 PRIVATE CONSULTANCY

If you carry out consultancy work as an individual you must do this exclusively in your own time and not make use of University resources. You are permitted to carry out and retain the income from private consultancy acting as an individual only where it is not in breach of the exclusivity of service clause in your contract of employment with the University.

Further guidance is available in the University's [Consultancy Policy](#).

12. CHARITABLE GIVING

The University recognises that a number of employees in their private capacity and whilst at work support charities and may be involved in charitable giving. Fundraising that takes place on University premises must be lawful, must not impact negatively on the University's primary activities and must not result in other employees feeling pressurised into charitable giving. All charitable giving is voluntary and there is no obligation on employees to support a given charity.

12.1 PERSONAL FUNDRAISING AND CHARITABLE GIVING

- Employees are permitted to request support e.g., through sponsorship or donations, from their immediate work colleagues and peers for their charitable activities. However such activities must not impede or disrupt legitimate University activity or encroach upon the working day.
- Limited use of the University's email system to promote fundraising may be permitted and restricted to immediate work colleagues only.
- University accounts or equipment must not be used to hold cash and the University takes no responsibility for the security of cash collected.
- If employees wish to fundraise they are encouraged to use a legitimate on-line charitable giving service to minimise the need for cash collections.
- Any personal or group fundraising must be clear that it is not being operated on behalf of the university.
- Any collections / fundraising should not involve an unreasonable or persistent approach or place any employee in a position where they may feel pressured to make a donation.
- It will be for the individual employee conducting the fundraising activity to ensure they at all times abide by any fundraising guidelines (e.g., by the Fundraising Regulator).
- The University may at any point request an employee to stop any fundraising activity on its premises or linked to its operations.

If any employee is in doubt, they should speak to their line manager in the first instance.

12.2 CHARITY CASH COLLECTIONS ON CAMPUS

- If employees wish (as an individual or a group) to organise a cash collection for charity on any of the University's premises they must seek permission from the University Secretary no less than 3 weeks before the planned commencement of fundraising.
- Only collections for registered charities will be allowed.
- Cash collections must only be organised using charity-issue collection boxes with details of the charity clearly visible to donors.
- Cash collections should only take place in common or social areas and not in teaching rooms, libraries or computer laboratories.
- Transport, traffic, entrances to and exits from the building must not be impeded.
- The University's health and safety policies must be adhered to at all times.

12.3 UNIVERSITY CORPORATE GIVING

The University may, in certain circumstances (for example in response to a humanitarian crisis or to support a local initiative) decide corporately to support a given charity. Such decisions will be made by the University's Vice-Chancellor's Office and published to all employees via the normal University communication channels.

Where the University adopts a charity for a given period, the same rules concerning cash collection as set out in paragraph 12.2 above apply.

13. PERSONAL

13.1. DRESS CODE

The University does not operate a formal workwear policy for employees, other than for those who are provided with uniform and/or protective clothing, and to ensure compliance with health and safety requirements.

All employees must however ensure what they wear for work is appropriate for their work situation and is not provocative or has the potential to cause offence, noting the provisions of the University's [Equality, Diversity, and Inclusion in Employment Policy](#). This includes being sensitive to the perceptions of others including students, work colleagues and customers of the University.

13.2 SMOKE FREE

The University has a smoke free policy which means that smoking (including use of electronic cigarettes) is prohibited throughout all enclosed/substantially enclosed University workplaces, University vehicles and at entrances and exits. If employees wish to smoke on the University campus, they can do so in the designated areas.

14. REVIEW

This Code of Conduct will be reviewed by the Human Resources Department (HRD) every three years, or sooner where new developments in employment legislation necessitate such a review, where factual clarification is required or changes to operational practices take place. Reviews will be carried out in consultation with our Trade Unions, managers and other key stakeholders.

The next review will be undertaken by November 2025.

Mark O'Dwyer

Director of Human Resources

Approved by HR Committee November 2022

Note - the Code of Conduct makes reference to a number of HR and operational policies, and which are separately located on the intranet, as follows (this list is not exhaustive):

- **Prevention of Bullying, harassment and victimisation**
- **Disciplinary**
- **Grievance**
- **Whistleblowing**
- **Anti-Bribery**
- **Data Protection**
- **Financial Rules**
- **Travel and expenses**
- **Intellectual property**
- **Consultancy**
- **Social Media**
- **Computer systems networks**
- **Cash collections and fundraising**

APPENDIX A

THE SEVEN PRINCIPLES OF STANDARDS IN PUBLIC LIFE

The Committee on Standards in Public Life (Nolan Committee) set out seven principles of public life which it believes should apply to all in public service. The seven principles of conduct that underpin the work of the University are set out below.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.