

CANTERBURY COLLEGE CODE OF CONDUCT

The manner in which members of staff carry out their duties is a key factor in the performance of any organisation. This code relates to all College employees, academic or non academic, full time and fractional, established and fixed term, and at all levels.

The College has high standards supported by its extremely professional and well qualified staff. It is important that all staff enhance the College's good reputation and reflect its commitment to its students and the community.

This Code of Conduct has been drawn up in order to facilitate this and to ensure fairness for staff and students.

Policies and Procedures

The College has in place a range of policies and procedures, which apply to staff. These are available from the Personnel department or via the College intranet. All staff should read these policies and comply with their terms. The failure of any employee to do so may result in disciplinary action being taken against them under the College's disciplinary procedure.

Background.

The conduct at work of all members of Canterbury College staff is governed by their Contracts of Employment by College Policies, by the College Financial Regulations and by legislation on such matters as Health and Safety and Employment.

The purpose of this Code of Conduct is to provide guidance and clarification of the requirements of staff insofar as they inform the way in which staff conduct themselves.

The College Corporation expects all staff to conduct themselves in a reasonable and responsible manner when undertaking their duties and fulfilling their responsibilities, and to comply with lawful and reasonable instructions from managers. It is expected that staff will display integrity, honesty and impartiality in all dealings and work at all times within the spirit of the College mission statement and code of ethics.

Certain types of conduct are unacceptable and could result in disciplinary action (which may include dismissal) being taken. Each case would be judged within the context of the particular circumstances. The following list is indicative of unacceptable conduct and is neither exhaustive or exclusive.

- I. Refusal to carry out a lawful and reasonable instruction from a line manager
- II. Disregard for the health and safety of oneself or other persons
- III. Dishonesty - including unauthorised removal of property, falsification of timesheets and other documentation
- IV. Absence from duty without approval, including persistent lateness. Staff should arrive in good time to begin work their normal start time, 8.45am for full time members of staff
- V. Rudeness or abusive behaviour to colleagues, students or College clients
- VI. Failure to follow the College's Financial Regulations
- VII. Assault, threatening behaviour, harassment at work
- VIII. Wilful damage to College property
- IX. Inappropriate use of the College's computer facilities.
- X. Taking of drugs or alcohol before or during working hours to the extent that an individual cannot perform their duties effectively. If the employee has a drug/alcohol related problem the College views this as a serious illness and

would be sympathetic if treatment was received. In such cases the College would refer to the Drug Alcohol and Substance misuse policy.

- XI. Use of the College's premises, property, equipment, information or processes for illicit or immoral practices or personal financial gain or other benefit.
- XII. Breach of this code of conduct.

General Matters.

All employees have a responsibility to ensure the safe, effective and efficient running of the College. Examples of behaviour expected include:-

- i. vigilance regarding any visitors to the College (courtesy; security);
- ii. duty to enforce College rules;
- iii. duty to report defects/incidents;

Appearance and Manner

All staff are representing the College's standards and professional status at all times, whether this is in the office, in the classroom, at external training and meetings, with clients and at presentations. Therefore, staff are expected to present an appropriate professional image of the College, ensuring that they are dressed for the work they are undertaking and the area in which they work and that their dress and general appearance is as smart and as tidy as is practicable in the circumstances. Dress that reflects different cultural backgrounds which is welcomed.

- I. Staff should be polite and courteous in their dealing with colleagues, students and clients.
- II. Staff should refrain from rude, coarse, profane or abusive language.
- III. Staff should refrain from any conduct whether inside or outside the College which could bring the College into disrepute, at all times.
- IV. Staff should exercise care and sensitivity in dealing with students, to be approachable, understanding and discreet.
- V. Gossip about other members of staff may be hurtful and harmful. It could also be slanderous and render the individual liable to prosecution.

Students

Students should always be treated courteously and with respect. 'Techniques' such as humiliation or ridicule are unacceptable.

Members of staff should not swear in the presence of students.

Information relating to students is confidential to the student (and to his/her parent or carer if he/she is under eighteen years of age) but staff are referred to College Guidelines on Student Information.

Members of staff should maintain a professional relationship with students. While this does not preclude social contact, friendship between a member of the teaching staff and a particular student may affect impartial judgement of his/her work, or be seen to affect judgement and lead to accusations of favouritism.

Sexual relationships between staff and students pose particular difficulties. In the case of students under eighteen years of age, such relationships are unacceptable and would be deemed to constitute gross misconduct. Mature students could also be seen to be vulnerable in a college setting and, to avoid claims of harassment,

relationships should be deferred until the student is no longer part of the College and therefore does not need to be concerned about grades etc.

Attendance

Staff lateness and unauthorised absence are both instances of poor attendance which cause serious operational problems to the College and which place extra burdens on colleagues and will be dealt with in line with the College's Capability & Performance Procedure or Attendance Policy

Unauthorised absence is defined as any absence from work without informing a manager (although informing a manager does not necessarily 'authorise' the absence). This is regarded as serious misconduct and may result in disciplinary action being taken against the member of staff. A salary deduction may be made for unauthorised absence.

Teaching staff should always arrive in class at least five minutes before the lesson is due to begin. To find students waiting locked outside of classrooms ten minutes after the class due to begin would be unacceptable.

Conflict of Interest

If staff find themselves in a situation where there might be a conflict of interest, they should report this to the Establishment Panel, who has the right to veto the arrangement if there is a conflict of interest. Please refer to the Statutory & Other conditions section of the handbook. No private work must be done in College time. (See also exclusivity clause in contracts and staff handbook).

Children

Staff are only allowed to bring a child to College for the day (except in the nursery) with the written permission of the Principal or Director (for each occasion). For health and safety reasons they should presume against bringing children into College (except the Nursery). Children visiting staff during working hours, for a short period must be closely supervised at all times.

Security

Due to the size of the College (staffing and premises), it is impossible to secure the safety of personal possessions. Therefore, the College will not be held liable for any loss or damage to such possessions and does not carry insurance for this. All staff are responsible for the safety of their own belongings and should take reasonable precautions for the safety of the belongings of students, colleagues and clients. Possessions left in staff rooms, offices etc will not be the College's responsibility should they go missing for any reason.

All members of the public accessing the campus should report as soon as is practicable to reception.

Probity

Probity may be defined as honesty or uprightness. Colleges are publicly funded and, as such, demand the same standards as are required in other areas of public service. Theft is illegal as well as being gross misconduct and may result in prosecution as well as dismissal. Examples can include:

- I. no item (furniture, computers, stationery etc.) may be removed from the College without express permission of relevant line management. (Small items

of stationery or discs taken home for purposes of College work are excepted from this);

- II. private work, or work connected with an outside interest, must not be done in College time, nor with the use of College materials or other facilities.
- III. College Mobile phones should only be used for the purposes of College business, personal calls should be declared to the Head of Finance so that those individuals can be appropriately charged.

No fee or reward should be accepted from an outside organisation, except for small gifts such as advertisement materials, calendars, pencils etc. If an offer or receipt of a gift or hospitality value in excess of £10 is accepted, it should be reported to the Clerk to the Corporation. Details of date, name of body providing hospitality or gift, description, venue or other relevant details will be held by the Clerk to the Corporation. Any gifts or hospitality in excess of £50 shall not be accepted without the prior approval of the Principal, and all gifts or offers of gifts of this value shall be reported by the Principal to the Corporation.

Invitations to working meals, or to social functions are generally acceptable. However, offers of holidays, hotel accommodation, theatre or match tickets etc. should be refused. If there is any doubt, the advice of the line manager, or the Personnel Manager should be sought.

Any transaction involving expenditure or receipt of money must be carried out according to the College financial regulations. Particular attention is drawn to regulations governing signatories for orders, the use of Travellers Cheques, equipment and any transaction which could be seen to be of personal gain to the individual member of staff concerned.

If a member of staff has any doubt about the propriety of any aspect of his/her behaviour, he/she should always consult his/her line manager, the Clerk to the Corporation, a relevant Director, or the Personnel Manager.