

Code of Conduct

Owner: HR	Related Strategies:
Relevant to: Staff	

Office Use only:

Corporate Intranet Family: HR	Approval Board/Committee/Group: Executive Owner: HR	Approval/Re-approval Date: Jan 2018	Implementation Date: Jan 2018	Next Review Date: 2021
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Date: 2018	Doc Name: HRA-SPP02 Code of Conduct	
Originator: HR	Family: HR	Page:

New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by <i>(Executive Owner)</i>	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment <i>(if applicable)</i>

Rationale for new or substantive policy review	
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Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By <i>(Executive Owner)</i>

Communication

To be agreed by Executive Leadership Team

Announcement on hub <input type="checkbox"/>	SLT email <input type="checkbox"/>
College newsletter <input type="checkbox"/>	All staff email <input type="checkbox"/>
SLT meeting <input type="checkbox"/>	Cascade brief <input type="checkbox"/>
External website <input type="checkbox"/>	Training needed (specify who) <input type="checkbox"/>

Date:	Doc Name: Code of Conduct	Ref: HRA-SPP02
Owner:	Family: HR	Page 1 of 4

Contents Page

1. Policy Statement..... 3
2. Examples of Offences..... 3

Date:	Doc Name: Code of Conduct	Ref: HRA-SPP02
Owner:	Family: HR	Page 2 of 4

1. Policy Statement

All employees of the Sheffield College have a responsibility to conduct themselves in an appropriate manner whilst at work, and to ensure that their behaviour and activities outside the College do not have an adverse impact on their relationship with the College nor on its reputation with Students, Clients or the Community it serves.

Failure to observe appropriate standards of behaviour and performance may result in disciplinary action being taken against an employee, which could, in certain circumstances, lead to termination of employment.

Supervisors and line managers are responsible for ensuring their staff are aware what standards are expected of them in the performance of their duties.

2. Examples of Offences

The following are examples of offences or behaviour, which are normally regarded as grounds for summary dismissal (dismissal without notice). This list is not exhaustive. Each case will be judged according to the circumstances.

- Violent, dangerous or intimidatory conduct against an employee, student, visitor or contractor's staff.
- Sexual, racial and other harassment, abuse or discrimination of/or against other employees, students, visitors or contractor's staff, in contravention of legislation or the College's policies on gender, ethnicity, disability and/or the College's policies on equal opportunities.
- Making any statement to anyone which contains any disparaging or derogatory remarks about the College, its employees, agents or other officers. This includes statements made on Social Networking websites. (Please read this in accordance with the Social Networking Policy and related procedures.)
- Deliberate damage to the College's, other employee's, student's or contractor's property, equipment or to College premises.
- Refusal to carry out duties or reasonable instructions or to comply with College rules.
- Gross insolence or insubordination, including the use of obscene and offensive language.
- Disclosing or releasing without express permission, information the College has designated as confidential, or inappropriately using that information.

Date:	Doc Name: Code of Conduct	Ref: HRA-SPP02
Owner:	Family: HR	Page 3 of 4

The Sheffield College

- Violation of the College's rules and procedures concerning Health and Safety and hygiene.
- Taking alcohol or non-prescription drugs or other substances before work, which impair the employee's ability to perform his/her duties properly, and the consumption of alcohol, non-prescription drugs or other substances at work, which impair the employee's ability to perform his/her duties properly.
- Bribery or corruption.
- Theft or unauthorised possession of any property or facilities belonging to the College, any member of staff, any student or any contractor's staff.
- Deliberate falsification of registers, application forms, qualifications, sickness absence claims, time sheets, expenses claims etc.
- Improper use of College premises, equipment, property, information or processes for illicit or immoral practices or for financial or other benefit.
- Using electronic media or equipment in or belonging to the College to import, store, display or disseminate information, images or messages, which are considered to be pornographic, offensive to groups in contravention of College equal opportunities policies, or defamatory. (This is not intended to prevent the use of such material in legitimate courses of study, properly authorised and conducted.)
- Non-declaration of a direct or non-direct pecuniary interest in a contract which the College has entered or proposes to enter.
- Serious negligence/incompetence which causes unacceptable risk of, or actual loss, damage or injury.
- Engaging in other employment or activity outside work which conflicts with the proper fulfilment of duties or is prejudicial to the College's interest.
- A criminal offence which may (whether it is committed during or outside the employee's hours of work for the College) adversely affect the College's reputation, the employee's suitability for the type of work she/he is employed by the College to perform, the trust the College retains in an employee or his/her acceptability to other employees or to students.

Date:	Doc Name: Code of Conduct	Ref: HRA-SPP02
Owner:	Family: HR	Page 4 of 4