

John Wheatley College

Code of Conduct

This document was approved by the Board of Management on 9 December 2010.

1. General Principles

- 1.1 This Code of Conduct should be read in conjunction with the College's Disciplinary Procedure. The aim of the Code of Conduct is to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with employees to maintain those standards and encourage improvement where necessary.
- 1.2 It is the College's policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Procedure.
- 1.3 If an employee is in any doubt as to their responsibilities or the standards of conduct expected they should seek to clarify this by raising the matter with their line manager.

2. Code of Conduct

- 2.1 Managers have the responsibility to ensure that all employees for whom they are responsible know and understand the rules contained within the College's Code of Conduct.
- 2.2 While employed by the College employees should at all times maintain professional and responsible standards of conduct. In particular staff should:
 - (a) observe the terms and conditions of their contract;
 - (b) observe all policies, procedures and regulations included in the staff intranet or notified to employees from time-to-time by means of notice boards, e-mail, the intranet or otherwise;
 - (c) comply with all of the College's policies and procedures;
 - (d) take reasonable care in respect of the health and safety of employees and third parties and comply with the College's Health and Safety Policy;
 - (e) comply with all reasonable instructions given by managers; and

- (f) act at all times in good faith and in the best interests of the College, its learners and employees.

2.3 Failure to maintain satisfactory standards of conduct may result in action being taken under the Disciplinary Procedure.

3. Misconduct

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under the Disciplinary Procedure:

- (a) minor breaches of College policies including the Attendance at Work Policy, Absence Reporting Procedures, the Acceptable Use ICT Policy, and Health and Safety Policy;
- (b) minor breaches of an employee's employment contract;
- (c) damage to, or unauthorised use of, College property;
- (d) poor timekeeping;
- (e) being absent from work without prior authorisation or good reason;
- (f) unacceptable levels of absence from work;
- (g) refusal to follow reasonable instructions;
- (h) inappropriate use of College telephone for personal calls;
- (i) inappropriate personal e-mail or Internet usage;
- (j) obscene language or other offensive behaviour;
- (k) negligence in the performance of an employee's duties; or
- (l) smoking in no-smoking areas.

This list is intended only as a guide and it is not intended to be exhaustive.

4. Gross Misconduct

4.1 Gross misconduct is misconduct which, in the College's opinion, is likely to prejudice its reputation or irreparably damage the working relationship and trust between employer and employee. Gross misconduct will be dealt with under the College's Disciplinary Procedure and if substantiated will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).

4.2 The following are examples of matters that are normally regarded as gross misconduct:

- (a) physical violence or bullying;
- (b) serious misuse of the College property or name;
- (c) deliberately accessing and remaining connected to internet sites containing pornographic, offensive or obscene material;
- (d) discrimination or harassment;
- (e) bringing the College into serious disrepute;
- (f) incapability to work brought on by the misuse of alcohol or drugs;
- (g) causing loss, damage or injury through serious negligence;
- (h) serious breach of health and safety rules;
- (i) serious breach of confidence;
- (j) theft or unauthorised removal of College property or the property of an employee, contractor, learner or member of the public;
- (k) theft, fraud, forgery or other dishonesty, including the deliberate fabrication of expense claims and time sheets;
- (l) acceptance of bribes or other undeclared and inappropriate payments arising out of an employee's employment;
- (m) deliberate damage to College buildings, fittings, property or equipment, or the property of an employee, contractor, learner or member of the public;
- (n) actual or threatened violence or behaviour which provokes violence;
- (o) conviction for a criminal offence that in the College's opinion may affect its reputation or relationships with its employees, learners or the public, or otherwise affects an employee's suitability to remain an employee;
- (p) providing false details in an application for employment or giving false information as to qualifications or entitlement to work (including immigration status) in order to gain employment or other benefits;
- (q) possession, use, supply or attempted supply of drugs;
- (r) repeated or serious disobedience of reasonable instructions or other serious act of insubordination;

- (s) serious neglect of duties or a serious or deliberate breach of the employee's employment contract or operating procedures;
- (t) breach of the College's Safeguarding Policy or Procedures;
- (u) serious misuse of safety equipment;
- (v) knowing breach of statutory rules affecting an employee's employment;
- (w) deliberate unauthorised use or disclosure of confidential information or failure to ensure that confidential information in an employee's possession is kept secure;
- (x) unauthorised use, processing or disclosure of personal data contrary to the College's Data Protection Policy;
- (y) serious breaches of the College's equalities' policies;
- (z) victimising another employee who has raised concerns, made a complaint or given evidence or information to the College for any reason;
- (aa) serious misuse of the College's information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet);
- (bb) undertaking unauthorised paid or unpaid employment during an employee's working hours; and
- (cc) malicious or vexatious use of the College's Grievance Procedure.

This list is intended only as a guide and is not intended to be exhaustive.