

Code of Conduct

February 2016

1. Introduction

The purpose and aim of the Code of Conduct is to raise awareness and provide guidance regarding the standards of conduct and behaviour that the College expects from its committee members and staff.

2. Implementation.

The Code of Conduct applies to all employees and committee members of the College. Implementation of the Code will be supported through a team briefing and other organisational communications.

All new committee members and employees will receive a copy of the Code of Conduct and further advice will be provided by the Head of Operational Support, the Chief Executive and the Honorary Secretary.

Employees who have questions regarding the Code or require more detailed guidance are advised to contact their manager. Failure to meet the standards and requirements of the Code may result in disciplinary action. Committee members who have questions regarding the Code or require more detailed guidance are advised to contact the Honorary Secretary. Failure to meet the standards and requirements of the Code may result in formal proceedings being taken.

3. Principles

The following principles provide guidance on the standards of conduct expected of committee members and staff:-

- Ensure that no action or omission on your part or within your sphere of work is detrimental to the interests, condition or safety of yourself and colleagues. Decline any duties or responsibilities unless able to perform them in a safe manner.
- Adopt a pro-active, responsible and co-operative attitude towards Health and Safety and take every reasonable precaution to avoid personal injury and injury to colleagues. (Health & Safety Policy)
- Treat all colleagues, employees, committee and partners of the College with dignity and respect, ensuring that all behaviours and communications correspond to the highest levels of courtesy and professional standards.
- Ensure that no employee receives less favourable treatment or is victimised or harassed on the grounds of race, creed, colour, ethnic origin, gender, disability, marital status, sexual orientation, age, religion or any other unjustifiable grounds.
- Be aware of and respect the customs, values and spiritual beliefs of colleagues.
- Respect confidential information obtained in the course of practice and refrain from disclosing such information
- Dress in a manner that is consistent with the requirements of your job
- Respect the systems and information technology of College, and always act in accordance with the policies and procedures of the organisation
- Use of the email and internet for personal reasons for employees is restricted to lunch periods. During working hours, the email, internet and social media systems are for

business use only. The College reserves the right to monitor the usage of electronic systems where it believes the systems are being used inappropriately.

- Employees may through agreed procedures and without fear of recrimination bring to the attention of the appropriate level of management any deficiency in the provision of service, impropriety or breach of procedure
- Committee members and employees will not misuse funds or property belonging to the College and will report any unlawful behaviour or illegal practices such as fraud, corruption or theft to the Chief Executive
- All committee members and employees are responsible for being aware of, and adhering to, current policies and procedures

Breach of the Code of Conduct may result in disciplinary action.

Executive Committee

February 2016