



## Code of Conduct

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## Introduction

Our Code of Conduct is intended to provide a clear set of expectations for how RCOphth employees, volunteers, members, fellows (in all categories) and other healthcare professionals conduct themselves when working for or representing the RCOphth. All conduct and contact on behalf of the RCOphth should reflect our values of inclusion, integrity, innovation and improvement.

For doctors and other professionals, the standards identified should be seen as an adjunct to current guidance provided by their relevant regulatory body.

This document does not reduce an individual's duty to act in accordance with their employing organisation's requirements and their contract of employment.

## Implementation

The Code of Conduct applies to individuals who represent us, work on our behalf or attend RCOphth events (business or social, in any location).

The standards relate to all forms of communication including written, verbal, non-verbal, electronic and social media, particularly in the above circumstances or if there are potential implications for our reputation. Any formal communication coming from the RCOphth or related to your role with the organisation, should be confirmed with our Communications Team in advance of issue, to ensure consistent messaging and branding.

Further guidance on the use of social media can be found in our College [Social Media Policy](#) which can be found on our website.

Breaches are dealt with via our disciplinary and complaints processes.

We have an individual and collective responsibility to maintain these standards. Failure to meet them, after full ascertainment of the circumstances, may lead the RCOphth to take steps to address such behaviour and apply appropriate sanctions. Trustees can suspend or remove a member from membership, volunteers may be asked to step aside, whilst failure to meet the standards and requirements of the Code may result in disciplinary action for employees. Copies of our Code of Conduct and our Complaints Policy are available on our employee intranet and website. All committee members are also provided with a copy when they first take up their positions.

Further advice and guidance can be sought from the Director of People and Resources, the Chief Executive and/or the Honorary Secretary.

Employees who have questions regarding the Code or require more detailed guidance are advised to contact their manager.

The College's ability to set rules concerning conduct draws on our governing documents, which require members to be 'in good standing' to maintain their membership for example. The Board of Trustees is responsible for approval of this code of conduct policy.

## Code of conduct:

- treat others with respect and consideration
- acknowledge and appreciate diversity and individual differences
- behave with integrity, honesty, kindness and patience
- lead by example, demonstrating professionalism in behaviour and attitude
- perform our duties with integrity, diligence, and to the best of our abilities
- foster collaborative and supportive working with others
- promote trust and a just culture
- hold ourselves and others accountable for professional and personal behaviours
- take responsibility for the stewardship of our position of authority, mindful of our impact on others
- respect the RCOphth's standards and rules and be a guardian of its reputation

## Principles:

- ensure 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 safely
- 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)
- respect confidential information and data obtained during your work and refrain from disclosing such information
- act in accordance with RCOphth policies and procedures
- committee members, Trustees, volunteers 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
- zero tolerance of bullying, discrimination, harassment or abuse of any kind
- committed to making fair, transparent, and objective decisions based on evidence, best practices, and College values, ensuring consistency and integrity in all our actions
- minimising our environmental impact and promoting sustainable practices throughout the College

- remember the College is a charity and use resources economically and efficiently

## Our Values

### **Inclusion:**

- actively welcoming a diversity of experiences and perspectives
- everyone being respected and encouraged to participate regardless of their background or role

### **Integrity:**

- being open and honest, demonstrating accountability in all its work
- evidenced-based and transparent decision-making, utilising a range of data, information, expertise and experience

### **Innovation:**

- creating novel opportunities to advance and deliver on its aims, anticipating changing circumstances
- actively welcoming fresh ideas and approaches
- fostering a climate of ambition and excellence drawing on expertise from across the College's communities

### **Improvement:**

- being a learning organisation, reflecting on both successes and mistakes
- continuous and sustainable development across all its activities

## Review

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