Staff Code of Conduct

Contents

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Background

1   The code of conduct sets out the values and behaviours we are all expected to observe as employees of the University. We are all expected to hold ourselves to the highest standards of behaviour, in a professional manner and with a commitment to perform our work to the best of our ability.

Purpose

2   The purpose of the code of conduct is to set out expectations of all staff in relation to conduct and behaviour in accordance with our [DRIVE values](#) and [BNU Behaviour Framework](#), to make BNU a great place to work and study for us all.

Applicability and Scope

3   This code applies to all those working for and on behalf of BNU, including employees, Associate Lecturers, atypical staff, agency workers and contractors. It contains guidance on some specific aspects but is not exhaustive. Whilst this code sets out expectations, breaches may be dealt with under the [Employee Disciplinary Policy and Procedure](#).

4   Employees should read and follow all University policies which are available via our main [policies webpage](#) or the [BNU Employee Network (BEN)](#). You may also find it useful to refer to your contract, terms and conditions of employment and the BNU [Employee Handbook](#). Some other useful policies and guidance include:

Topic	Link to policy/guidance
Alcohol and substance abuse	[Employee Handbook](#)
BNU IT, facilities and systems	[Acceptable Use of IT Facilities and Systems Policy,](#) [Email Policy, Mobile Device Policy](#) [Statement on Internet Use](#)
Conflict of Interest	[Conflict of Interest Policy](#)
Confidentiality, data security	[Data Protection Policy, Information Security Policy](#) [Employee Handbook](#)
Equality, Diversity and Inclusion	[Respect, Fairness and Inclusion Policy](#), [Transgender Policy](#), [Staff Disability Policy](#)
Financial regulations	[Anti-Fraud and Corruption Policy](#), [Financial Regulations](#), [Modern Day Slavery Statement](#), [Employee Expenses Policy](#)
Health and safety	[Employee Handbook](#) [Health and Safety Policy](#)
Intellectual Property	[Intellectual Property Policy and Procedures](#) [Terms and Conditions (Academics)](#)
Personal relationships	[Personal Relationships at Work Policy](#)
Social media	[Social Media Policy](#)

Responsibilities

5   As a BNU employee or worker, you have a responsibility to familiarise yourself with this Code of Conduct and abide by the principles, including declaring any potential conflict between professional and personal interests. We are expected to behave with honesty, integrity, and respect at all times.

6   If you are concerned about something that goes against this code or doesn't feel right, please take action – it is safe to speak up. Speak to your manager or your HR Business Partner in an honest and professional manner or refer to our [Raising Concerns (Whistleblowing) Policy](). Speaking up shows you care and could help us to prevent mistakes or errors.

7   Everyone working for or on behalf of BNU has a duty to protect our reputation (see 15).

8   Line managers are responsible for recognising exemplary behaviour and performance, providing constructive feedback and addressing any areas of concern with members of their team. Likewise, we aim to foster an open culture where managers also encourage and accept feedback from their team.

Conduct

9   Equality, Diversity and Inclusion

'Inclusive' is one of our values and 'Being You at BNU' is very much encouraged. All members of our community should be treated with respect, supported and encouraged to reach their potential, whatever their characteristics or background. There are lots of resources and networks in addition to our mandatory training to keep you informed and equipped about how we can all work together to make our workplace more inclusive. For more information, please visit the equality, diversity and inclusion pages on our [website]() and on [BEN]().

10 BNU Values and Behaviours

Our BNU values are [Dynamic, Responsible, Inclusive, Visionary and Empowering (DRIVE)](). We should all act professionally, be respectful and courteous towards others, be role models of the values and demonstrate the behaviours outlined in our [BNU Behaviours Framework](). The behaviours framework provides positive examples and some negative indicators that work against the behaviours we encourage.

11 Communication

Consider how you communicate with others to ensure that you are polite and considerate and be mindful of how you may be perceived by the recipient(s). This might include making your communications clear, non-ambiguous and/or digitally accessible, and being mindful of others' working hours and workloads, cultural background and neurodivergence when communicating with students and colleagues. It's good practice to offer your pronouns and the name you prefer to use and ask the same of others you meet, taking note of any preferences stated on their email signature rather than making assumptions.

12 Email Etiquette

All employees should organise out of office messages during periods of absence to ensure staff, students and external contacts are provided with a nominated colleague, who has been

briefed and available to provide cover. The agreed template for email signatures can be found [here](#). Further details can be found in our [Email Policy.](#)

13 Personal Appearance

There is no formal dress code for employees, unless you have been provided with a uniform and/or protective clothing as part of your role. However, we would ask that you present a professional image and maintain good personal hygiene.

14 Professional Conduct

As an employee at BNU, you should strive to perform your role to the best of your ability and comply with all reasonable management requests.

15 Personal Conduct

Please be aware of any activity (including [social media](#)) or membership that could damage our reputation by association, especially if you are representing BNU, wearing a BNU uniform or attending a BNU social event. Any unlawful or anti-social behaviour which may jeopardise the University's reputation or position will be dealt with through the [Employee Disciplinary Policy and Procedure](#). If you are arrested or face criminal charges, you should inform your line manager as soon as possible to allow the University to assess any potential employment or reputational risks.

16 Academic Integrity

BNU strives to maintain the highest standard in all teaching and research that it undertakes, and staff must uphold the academic standards of our awards and conduct and dissemination of our research. Further details are available under Quality and Teaching on our [policies webpage](#).

17 Use of Phones and Mobile Devices

We are happy to support colleagues by allowing occasional private calls from their personal or work phone/mobile device for essential or emergency matters (please gain prior authorisation before making a private international call from a work phone).

BNU will provide you with a mobile device if there is a demonstrated business need. BNU mobile holders will be responsible for the handset and must use it in accordance with our [Mobile Device Policy](#).

18 Return of Equipment

You are expected to return all University property, including documents, books, computers, laptops, office equipment, keys, security passes, or credit cards before you leave our employment. BNU reserves the right to withhold payment of salary to cover the market value of any property that hasn't been returned.

19 External requests for information

The Communications team enhance and protect our reputation and any media calls and requests for information should be politely redirected to them to handle. If you need to draft an article on any topic that relates to the university's administration or policies, please discuss the request with the Communications team before publishing.

All Freedom of Information requests should be sent to the [FOI officer](#).

Appendix 1: Equality Impact Assessment (EqIA)

An EqIA helps us to reach better evidenced outcomes first time. They analyse how all our work might impact differently on different people.

1. What is changing and why?[i]
The Employee Code of Conduct has been updated to give clear expectations of what we expect from anyone working on behalf of the University, emphasising the importance of showing mutual respect and demonstrating our DRIVE values and behaviours outlined in our BNU Behaviours Framework. It outlines examples of actions and behaviours that are contrary to these and could detrimentally affect colleagues or put BNU at risk of reputational damage.

2. What do you know?[ii]
Our inclusive Being You at BNU culture should focus on the values and behaviours that are needed to avoid any issues of conduct –respect and integrity towards each other and a desire to enhance the University's reputation is preferable to a non-exhaustive list of things not to do.

3. Assessing the impact

	Could benefit	May adversely impact	What does this mean? *Impacts identified from what you know (actual and potential)*	What can you do? *Actions (or why no action is possible) to advance equality of opportunity, eliminate discrimination, and foster good relations*
a) How could this affect different ethnicities? *Including Gypsy, Roma, Traveller, Showmen and Boaters, migrants, refugees and asylum seekers.*	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect. Breaches will be dealt with robustly and should result in fewer race-related complaints.	References to cultural differences in personal appearance have been removed. A section on communication has been included with reference to asking about preferred names rather than making assumptions. An EDI section emphasising the importance of staying informed and attending training events has been included.
b) How could this affect cisgender and transgender men and women (including maternity/pregnancy impact), as well as non-binary people?	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect.	The Transgender Policy has now been referenced. A section on communication has been included with reference to asking about pronouns rather than making assumptions about gender. An EDI section emphasising the importance of staying informed and attending training events has been included.
c) How could this affect disabled people or carers? *Including neurodiversity, invisible disabilities and mental health conditions.*	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect.	A section on communication has been introduced to the Code, to increase awareness of individual needs and preferences and encourage the use of digital accessibility tools as standard. An EDI section emphasising the importance of staying informed and attending training events has been included.
d) How could this affect people from different faith groups?	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect.	References to cultural differences in personal appearance have been removed. A section on communication has been included with reference to

				asking about preferred names rather than making assumptions. An EDI section emphasising the importance of staying informed and attending training events has been included.
e) How could this affect people with different sexual orientations?	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect.	An EDI section emphasising the importance of staying informed and attending training events has been included.
f) How could this affect different age groups or generations?	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect.	An EDI section emphasising the importance of staying informed and attending training events has been included.
g) How could this affect those who are married or in a civil partnership?	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect.	An EDI section emphasising the importance of staying informed and attending training events has been included.
h) How could this affect people from different backgrounds such as: socio-economic disadvantage, homeless, alcohol and/or substance misuse, people experiencing domestic and/or sexual violence, ex-armed forces, looked after children and care leavers.	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect.	There is reference to alcohol and substance misuse, which is now covered in the employee handbook. A new section under responsibilities highlights the need to take action if something doesn't feel right, and how to report concerns. This may help those in vulnerable situations.
i) How could this affect people with multiple intersectional experiences?[iii]	☒	☐	The Code of Conduct encourages an inclusive approach and the need for mutual respect.	An EDI section emphasising the importance of staying informed and attending training events has been included.

4. Overall outcome

No major change needed ☒	Adjust approach ☐	Adverse impact but continue ☐	Stop and remove ☐

5. Details of further actions needed[iv]

N/A

6. Arrangements for delivery and future monitoring[v]

This policy has been reviewed and approved by the necessary groups within the University and they would review any future amendments too.

7. Completed by:	Nicky Wilson	HR Business Partner	**Date**	**22/12/2022**
8. Signed off by[vi]:	Rachael Cornwall	HR Director	**Date**	**22/12/2022**

i Summarise the scope of the proposal including aims, context and timescales. Use plain English; refer to other document(s) if needed

ii Summary of data about students and/or colleagues (include consultation feedback where relevant, info from reviews, audits, national or wider data and local dashboards. What do you have in your team or dept?) Reference primary or secondary research/feedback, the date it was carried out and any gaps: including actions, timeframes and accountable persons for addressing gaps. Consider and note who you have engaged with and who else you need to engage with. E.g. students, students' union, trade unions, voluntary groups etc.

iii Assess the cumulative impact. This looks at the combined influences of various impacts. E.g. young gay showmen.

iv Outline further actions and/or recommendations

v Detail how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders have/will be consulted and informed about the project or changes? How do you intend to communicate any changes to the affected groups? e.g., easy read and communication plan

vi Sign off should be proportionate to the change and checked by someone outside of the area/dept/school/directorate. If you are unsure, please consult an equality specialist in student success inclusion@bucks.ac.uk or HR equalities@bucks.ac.uk

If you have any queries about this policy, please contact the School or Directorate responsible for the policy