



## CODE OF CONDUCT - STAFF

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Charity Number: SCO 36198

### 1. INTRODUCTION

- 1.1 The conduct of staff is central to the success and reputation of the College. It is therefore important that you follow the College statement of values:

**“As a College we value**

- The individual
- Equality, diversity and inclusiveness
- Integrity, honesty and transparency
- Excellence and achievement
- Partnership
- Innovation and enterprise”

and observe the standards of professional conduct that the College expects.

- 1.2 This Code defines the standards of conduct required of you within the College and, in some cases, outwith the College. You may meet difficult situations in the course of your duties and this Code is designed to enable you to know what is expected of you.
- 1.3 It is your responsibility to make yourself aware of the standards set out in this Code and to apply these standards at all times. Whenever there is any doubt, you should seek advice from your line manager or Human Resources.
- 1.4 If you are in breach of this Code, you may be liable to disciplinary action. It covers conduct at work and may also include conduct outside work which is relevant to your employment. Some misconduct will be treated as gross misconduct and in such cases dismissal is the normal form of disciplinary sanction. Examples of misconduct are appended to the Disciplinary Procedure. These examples are neither exclusive nor exhaustive. Other actions not listed may be misconduct and result in disciplinary action being taken.
- 1.5 You remain free to question and test received wisdom ("academic freedom") and to put forward new ideas and controversial or unpopular opinions on matters connected with your employment. This Code is not intended to impinge on that freedom, but rather to ensure that it is reasonably exercised in a manner not detrimental to the College, its clients or staff.

### 2. ACCESS TO THE CODE

- 2.1 All employees must be aware of the contents of this Code and of the likely consequences of any misconduct. The College will make every effort to ensure that staff will know and understand the Code, by the following means:
- 2.1.1 Every employee is given a copy, both as a new starter and each time the Code is republished after a review.
- 2.1.2 The provisions of the Code are explained orally to new staff during their induction.
- 2.1.3 A supply of copies is held in the HR Office at North Hanover Street

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and can also be accessed via the Intranet (Connected - HR page)

- 2.2 Ignorance of this Code will not be accepted as a mitigating circumstance.

### 3. THE SEVEN PRINCIPLES OF PUBLIC LIFE

- 3.1 The Committee on Standards in Public Life, an independent body, has established seven principles which it believes should apply to all in the public service. These form part of the Code of Conduct and you are expected to follow them, as appropriate, during the course of your employment with the College.

#### **Selflessness**

You should act solely in terms of the public interest. You should not act in order to gain financial or other benefits for yourself, your family or your friends.

#### **Integrity**

You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit.

#### **Accountability**

You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

#### **Openness**

You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

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You should promote and support these principles by leadership and example.

### 4. GENERAL CONDUCT

#### 4.1 You must at all times:

- 4.1.1 Comply in a proper and professional manner with the terms of your Contract of Employment including the implied terms (implied terms are those terms which are not stated specifically in the contract but are generally regarded as applying in normal employment relationships)
- 4.1.2 Carry out lawful and reasonable instructions, and observe any operational regulations, standing orders or established procedures of the College.
- 4.1.3 Be courteous, respectful and helpful to employees of the College, students, clients and member of the public and refrain from rudeness, insubordination, insolence or offensive conduct.
- 4.1.4 Not plagiarise the work of a third party.
- 4.1.5 Ensure that all College resources and materials are used efficiently and only used for College purposes unless specifically agreed otherwise.
- 4.1.6 Ensure that you are dressed appropriately for the work undertaken in the College (note: this does not undermine the requirement for staff to wear and use personal protective equipment (PPE) in the circumstances where a need for it has been identified by the College)
- 4.1.7 Maintain professional standards, at whatever level, of conduct and behaviour reasonably expected of employees.

#### 4.2 Alcohol and Drugs

- 4.2.1 You are expected to arrive at work fit to carry out your job and be able to perform your duties safely without any limitations due to the use or after-effects of alcohol or drugs. You should seek advice from HR or your Line Manager if you are taking any medication which might impair your judgement or affect your work.
- 4.2.2 You should not consume illegal drugs during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events.
- 4.2.3 You should refrain from being under the influence of drink or illegal drugs during working hours so that performance is not detrimentally affected and / or where the effects carry over to the workplace. If you are teaching, or work in an area with high health and safety risks, such as laboratories or craft workshops or if you drive during the course of your employment, you must not consume alcohol or take illegal drugs prior to starting a period of duty.

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- 4.2.4 Conviction of a drink-driving offence may harm the College's reputation and, if your job requires you to drive, you may be unable to continue to do your job.
- 4.3 Dealing with One to One Situations
- 4.3.1 Where there is a perceived significant risk of aggressive or challenging behaviour the Faculty/Department should conduct a risk assessment to identify the appropriate controls.
- 4.3.2 You are under no obligation to see anyone on a one-on-one basis without a prior appointment. One-on-one meetings should be scheduled so that they begin and end within normal working hours. Where this is not possible, schedule the interview when there are likely to be other staff members working close by.
- 4.3.3 Where you feel uncomfortable in a one-on-one with a specific individual student, this should be reported to your line manager, so that appropriate arrangements may be put in place.
- 4.3.4 Where you suspect that violence might ensue, you should suspend or terminate the discussion or interview immediately.
- 4.3.5 Should any person demand College money or assets, you should give serious consideration to handing over the articles demanded. If violence is explicitly threatened or a weapon is produced, these should be handed immediately and without argument. You should attempt to observe as much detail as possible during the incident in order to assist the police with their enquiries.
- 4.3.6 Any incidents where you feel threatened or you are assaulted in any way must be reported to your line manager. They should be reported to the Health and Safety Department via the Accident/Incident Report Form in the usual way, and may be liable to reportage to the police.
- 4.4 Physical Contact and/or Restraint
- 4.4.1 The aim is always to prevent or defuse a challenging situation.
- 4.4.2 You are not encouraged to engage in physical contact with staff or students, except where essential to carry out your duties. In the event of an aggressive outburst directed towards a member of staff, it is acceptable to block a blow, but not to retaliate, except in self-defense.
- 4.4.3 You are not encouraged to endanger yourself or put other staff or students at risk.
- 4.4.4 The use of force can only be regarded as reasonable if the circumstances of the particular incident warrant it. Any force used should always be the minimum needed to achieve the desired result. Physical restraint or intervention should only be used as a last resort to control behavior, and then only when it is used to protect the

individual or others in the vicinity.

- 4.4.5 Any physical contact or use of restraint must be documented using the Accident Reporting Procedure. Your line manager, HR and Health & Safety must be advised on the same day of the incident.

### 5. HEALTH AND SAFETY

5.1 You must at all times:

- 5.1.1 Observe fully the College's health and safety policies, procedures and codes.
- 5.1.2 Wear the appropriate safety or protective clothing provided by the College for particular duties.
- 5.1.3 Report any accidents you have and co-operate with the College in any accident investigation.
- 5.1.4 Comply with hygiene requirements.
- 5.1.5 Follow approved safety Regulations and Codes.
- 5.1.6 Avoid potential risk or injury or danger to yourself or other persons.
- 5.1.7 Only smoke in external designated smoking areas within College grounds.

### 6. USE OF YOUR OFFICIAL POSITION

6.1 You must not at any time:

- 6.1.1 Abuse your authority in relation to a colleague, client or member of the public.
- 6.1.2 Breach the College's financial regulations and financial procedures including those in relation to petty cash, collection and handling of monies, keeping of accounts and authorisation of expenditure.
- 6.1.3 Accept gifts or gratuities from individuals or groups who have or may seek to have dealings with the College. Where you feel that you cannot refuse a gift, you should report the gift to the appropriate Director, Curriculum Head or Head of Service who will decide what should be done with it. (The only exceptions to this rule are small gifts of a value up to £50), and small personal gifts when to refuse would have a detrimental effect on the employee's professional relationship with the client).
- 6.1.4 Give or receive hospitality, except of a very minor nature. Hospitality should only be accepted when it is reasonably incidental to the occasion and not extravagant and where no suggestion of improper influence is possible.

**Note:** You must follow the College's procedure on declaring gifts and hospitality

- 6.1.5 Place yourself under a financial or monetary obligation to any person where this might affect, or be thought to affect, the proper performance of one's duties.

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- 6.1.6 Breach the College's rules covering relationships between staff and students as set out in the Code of Practice covering such relationships.
- 6.1.7 Have any type of sexual or inappropriate relationship with a student under the age of 18 or a vulnerable adult (even if the relationship is mutual) or, if you are a lecturer, have a sexual relationship with a student over the age of 18 who you are teaching, or whose work you are marking, examining or moderating without declaring this to your line manager so that appropriate safeguards can be put in place.

### **7. PRIVATE WORK/SECONDARY EMPLOYMENT/PUBLIC DUTIES/ROLES**

7.1 You are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the College at all times. Accordingly, you must not, without the written consent of the Principal (or nominated deputy), undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the College.

7.2 You must not:

7.2.1 Engage in unauthorised employment during hours when contracted to work for the College or during periods of sick leave – this includes unpaid voluntary work unless it has been approved by the appropriate Director. It is feasible that paid employment or voluntary work may still be possible if you are on a sick leave. In such cases and to avoid any unnecessary suspicion, you should seek written consent from your GP and approval from your Director for continuing with such work.

7.2.2 Engage in employment, including self-employment, during off duty periods when such employment conflicts with or is detrimental to the interest of the College or in any way weakens public confidence in the conduct of the College's business.

7.2.3 Staff are encouraged to become external verifiers/moderators. Fees for such work can be retained provided that this work takes place outwith College time, eg taken as annual leave. Otherwise, any fees accrued during College time will need to be offset against your salary.

Special leave will be given for required attendance which does not accrue fees.

7.3 Except for staff at Head of Service level or above, the Principal may delegate authority to approve requests to carry out other employment or engagements to other senior managers.

### **8. DIVERSITY AND EQUALITIES**

8.1 All staff have a responsibility to positively promote diversity and equality.

8.2 You must not discriminate or commit an act of harassment against an employee of the College or a student/member of the public on grounds of age, disability, gender reassignment (including identity), marriage and civil

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partnership status, pregnancy and maternity, race (including colour, nationality, ethnic or national origins), religion and belief, sex (formerly gender) and sexual orientation.

### 9. CRIMINAL CONDUCT

- 9.1 An unsatisfactory PVG scheme record may render you liable to dismissal.
- 9.2 Teaching staff and other staff whose jobs involve looking after students should note that it is a criminal offence to engage in sexual activity with a student under the age of 18.

#### **Notes**

- (i) a criminal offence committed outside working hours, having regard to the nature of the offence, the duties of the employee's post and actual or potential damage to the reputation and integrity of the College, will be investigated under the College's Disciplinary Procedure; and
- (ii) failure when applying for a post to disclose a conviction for a criminal offence (unless the person is exempt by virtue of the Rehabilitation of Offenders Act 1974 from obligation to disclose it) may render the contract null and void and/or may be viewed as gross misconduct.

### 10. CONFIDENTIALITY

- 10.1 Whilst working with the College, you will have access to a variety of information concerning the College's business and restrictions exist regarding the use and disclosure of confidential information, ie information that is not publicly available.
- 10.2 You will not, either before or after termination of employment, disclose to any person or organisation or use for your own or another's advantage, any confidential information relating to the College or confidential information as to the state of its affairs except to the extent that such disclosure or use is expressly authorised by the College (through the Principal) in writing.



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- 10.3 'Confidential information' shall include information which has been specifically designated as confidential by the College and any information which relates to the business and financial activities of the College, the unauthorised disclosure of which would embarrass, harm or prejudice the College. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.
- 10.4 Additionally, if you are asked to disclose information coming within the purview of the Data Protection Act, you should seek confirmation that the disclosure of such information is in line with the provisions of that Act and the College's registration under it. Specifically, information concerning a member of staff's or a student's private affairs or personal data (eg their address) shall not be supplied to any person unless the consent of that member of staff is first obtained or if the information is required to be supplied under a statutory provision.
- 10.5 Notwithstanding the above, the College acknowledges that this clause cannot extend to unlawful business or financial activities carried out by or on behalf of the College provided that its disclosure is handled in accordance with the College's Public Interest Disclosure Procedure.

### 11. CONTACT WITH THE MEDIA/EXPRESSION OF VIEWS

- 11.1 The consent of the College (through the Principal or nominated deputy) is required before speaking to the media about any aspect of the College's affairs. If you wish to write an article or seek publication of an article in the media on any aspect of the College's affairs you must obtain permission in advance.
- 11.2 If you are contacted by the media, you should refer the matter to the Principal (or his/her nominated deputy – the Commercial Director) who will decide on the appropriate response which may or may not include your involvement.
- 11.3 The above conditions shall not prevent an official of a recognised trade union, who is a member of staff of the College, from communicating with the media in his/her capacity as a trade union representative. That official must, as far as is reasonably practicable, make it clear that he/she is speaking as a trade union representative.
- 11.4 As an individual, you are entitled to express your views provided you do not make use of any private information gained through your work with the College. You should not criticise the College either through the media or at a public meeting, or in any written communication with members of the public.

### 12. FRAUD, BRIBERY AND CORRUPTION

- 12.1 Corruption includes, for example, situations where an employee's actions/decisions are influenced by bribery.
- 12.2 It is important that you are aware that it is a serious criminal offence for you corruptly to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything, or for showing favour or disfavour to any person, in the course of your work with the College.

**13. DECLARATIONS OF INTEREST/CONFLICTS OF INTEREST**

- 13.1 If you (either directly or through a family member including family links through a partner) become aware of a potential conflict of interest between your work as an employee and any dealings you may have with other staff, clients, suppliers of goods or services, contractors, etc, you must declare the fact to your Director, Curriculum Head or Head of Service in the first instance.
- 13.2 If it comes to your knowledge that a Contract in which you have any pecuniary interest, whether direct or indirect, has been, or is proposed to be, entered into by the College, you shall, as soon as is practicable, declare the fact to your Director, Curriculum Head or Head of Service in the first instance.
- 13.3 If you are not sure what to declare, or whether a declaration needs to be made, err on the side of caution and refer the matter to your Director, Curriculum Head or Head of Service in the first instance.
- 13.4 Decisions about how to handle an actual or potential conflict of interest will be made by an appropriate member of the College's Executive Leadership Team.

**14. PERSONAL RELATIONSHIPS AT WORK**

- 14.1 While the College will not wish to interfere with your personal life or relationships, it may nevertheless be appropriate and necessary to:
- prevent two family members from working together where one has managerial or supervisory authority over the other;
  - be informed if two colleagues working together form a romantic relationship; and
  - seek, where necessary for the smooth running of College business to transfer one or both of the employees involved in a personal relationship, so as to prevent their working together.
- 14.2 The College does not seek to prevent or deter personal relationships at work on a blanket basis. Where two employees do not work together on a regular basis, for example where their jobs are in separate parts of the College, there should be no barrier to their having a family or romantic relationship. Similarly, where two employees work together in the same department or section, it does not follow that problems will inevitably arise and the College will not generally seek to interfere, except in circumstances where one of the two employees concerned has some sort of authority or influence over the other.
- 14.3 The key aim is to ensure that personal relationships between colleagues do not affect the smooth running of the College. The College will aim to:
- deal promptly and fairly with any instance of unfavourable treatment of one employee by another, for example where a relationship breaks down or comes to an end;

- ensure that employee morale is not harmed as a result of personal or family relationships; and
- seek to identify solutions in the event of any perceived conflicts of interest.

**15. ACTIVITIES ON COLLEGE PREMISES**

15.1 Staff who wish to carry out the following activities on College premises need to seek permission from the nominated management representative (the Director, Corporate Development):

- (i) placing posters on noticeboards;
- (ii) distributing leaflets; and/or
- (iii) setting up stalls and other related activities.

15.2 In relation to posters, these must only be placed on authorised noticeboards with the request submitted through the responsible manager.

15.3 In relation to leaflets, this covers distribution by hand, via staff pigeon holes or by placing leaflets in common areas such as the Staff Common Room

15.4 These arrangements do **not** apply to:

- (i) staff carrying out these activities as part of their job (except in relation to the use of noticeboards); or
- (ii) trade unions in relation to their own noticeboards and leaflets distributed by them to their constituent members or through recognised distribution arrangements (eg pigeon holes) to staff in the group(s) they represent.

**16. COPYRIGHT AND INVENTIONS**

16.1 The copyright in all records and documents made by you in the course of your employment shall belong to the College. This means, for example, that the copyright in course materials produced by you for the purposes of a course run by the College shall belong to the College.

16.2 It, therefore, follows that you must seek the express consent of the College in writing before using any records, documents and course material prepared or used by you in the course of your employment with the College (including all course material) for any other purpose (including any private work that you might undertake). The same level of consent is also required in relation to material prepared by others in the course of their employment with the College.

16.3 The copyright of any work or design compiled, edited or otherwise brought into existence by you as a scholarly work for the purposes of furthering your professional career shall belong to you; 'scholarly work' includes items such as books, contributions to books, articles and conference papers, and shall be construed in the light of the common understanding of the phrase in further and higher education. This definition does not cover course material produced or used by you for the purposes of a course run by the College.

16.4 Special arrangements also apply in relation to an invention (a collective term covering an invention, development, process, plan, design, formula,

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specification, program, etc) made, developed or discovered by you, either alone or in concert, in the course of your employment. These, under the terms of the relevant legislation, shall belong to and become the property of the College. For further information, contact HR.

### **17. MONITORING AND REVIEW**

- 17.1 The College's Executive Leadership Team will monitor this policy on a regular basis and ensure it is regularly reviewed and updated as required after consultation with trade union and staff representatives.

### **18. RELATED POLICIES AND PROCEDURES**

- 18.1 The following policies and procedures have been identified as relevant to and/or linked to the code of Conduct.

- Gifts and Hospitality
- Recruitment and Selection
- Discipline Policy
- Grievance Policy
- Freedom of Information Publication Scheme
- Anti Bribery Policy.
- Code of conduct covering personal relations between staff and students
- Protecting Vulnerable Groups Policy
- Equality and Diversity Policy
- Violence at Work Policy

- 18.2 This list is neither exclusive nor exhaustive and staff should check the College Intranet for a full list of policies and updates.

**19. DOCUMENT CONTROL AND REVIEW**

<b>Approval Status</b>	Approved
<b>Approved by</b>	Students, Staff & Equalities Committee
<b>Date Approved</b>	06 August 2014
<b>EQIA Status</b>	EQIA Conducted? Yes: X No:
<b>Proposed Review Date</b>	May 2016
<b>Lead Department</b>	People and Culture
<b>Lead Officer(s)</b>	Executive Director, People and Culture
<b>Board Committee</b>	Students, Staff and Equalities Committee
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**20. REVISION LOG**

<b>Version Date</b>	<b>Section</b>	<b>Description</b>
Version 1 09 May 2012	All	First Version of City of Glasgow Code of Conduct – Staff Policy’
Version 1.01 03 Dec 2014	Lead Officer	Change of Lead Officer to reflect new structure
Version 2 06 Aug 2014	4	4.1.4 and 4.1.5 replaced with 4.2 ‘Alcohol and Drugs’ 4.3 Inserted ‘Dealing with one to one situations’ 4.4 Inserted ‘Physical Contact and Restraint’