

St Joseph's Catholic College

Code of Conduct

What is the Code of Conduct?

This Code of Conduct is designed to provide guidance about what is expected from you in your daily work and in your dealings with colleagues and the public. All employees must be familiar with the Code of Conduct. This document forms part of your contract of employment and you are required to comply with its contents. Failure to do so may result in disciplinary action, which could include dismissal.

For this reason, it is important that you read the **whole** of this document and ask your manager for clarification if there is anything in it that you don't understand and needs explaining. Once you have signed and returned the acceptance form, it will be assumed that you understand its contents and agree to comply with your contract of employment and all the rules and policies, etc that it refers to.

The basis for this document is: the Local Government Act 2000; the working party comprising the Local Government Association, the Employers Organisation and the public sector unions; and the nationwide consultation co-coordinated by the Office of the Deputy Prime Minister (ODPM).

What can you expect from the College

The College has a responsibility to ensure that:

- You are clear about what is expected of you
- You have a safe and healthy working environment
- You have a work environment that is free from discrimination, harassment or bullying
- You are offered relevant training and development opportunities

You have the opportunity to choose to be represented by a Trade Union in appropriate circumstances as determined by College policy. This is generally HR related policy and includes acceptable behavior, capability, redundancy, discipline and grievance policies.

What does the College expect from you?

In summary, you are required to:

- Attend work in a condition where you are able to carry out your duties safely and effectively.
- Act honestly.
- Act with dignity and treat all others with dignity and respect.
- Work in accordance with the terms and conditions of your contract of employment and job description.
- Understand and apply the College's rules, policies and procedures.
- Be committed to delivering quality services to service users.
- Understand and act in accordance with the College's vision and values, policies and procedures.

Where can you find details of the policies and standards that apply to you?

The various sections of this document summarise the College's key policies and procedures in respect of behaviour and the ways in which you are required to work.

If you are affected by any of the policies contained in this document or you are in any doubt about how they apply to you, you should always refer to the detailed rules or the policies and procedures in full in any of the following ways:

- You can ask for a paper copy from your line manager
- You can contact the HR Office who can provide you with a copy
- you can access the policies on moodle or via the College website

Workplace Behaviour and Personal Conduct

You should treat colleagues, pupils and members of the public with dignity and respect.

You should:

- Ensure that your conduct is not inappropriately discriminatory or harassing to others.
- Ensure your behaviour and performance meets work place standards at any time that you are representing the College or are likely to be identified or associated with your role as a College employee (whether or not you are 'on duty' at the time).
- Make sure you are familiar with and follow the College's policies on equal opportunities and the prevention of discrimination and harassment.
- Make reasonable efforts to develop and maintain appropriate skills in valuing diversity.
- Ensure that your personal beliefs are not expressed in ways which may offend or overly influence others.

Standards of Behaviour

For example:

- Offensive, abusive, belittling or threatening behaviour directed at an individual or group is unacceptable conduct
- It is not acceptable to restrict access to training or promotional opportunities on the basis of sex, sexual orientation, marital status, disability, race, colour, nationality or national origin, religion, age, address or union membership status
- You should make any reasonable adjustment to enable a person with a disability to perform a job
- When dealing with aggressive or agitated individuals, you should deal with the person without aggression or bias
- You must not engage in any behaviour of a sexual nature as it is unacceptable and unlawful conduct. For example leers, suggestive notes or e-mails, innuendo, or touching.

Misconduct

The Code of Conduct guides and assists employees acting in good faith. If, in your decisions, actions or conduct you willfully fail to comply with the standards outlined in the Code of Conduct, you will be guilty of misconduct and are likely to fall subject to disciplinary action, which could include dismissal.

Safeguarding

It is the responsibility of all employees at the College to be aware of child protection concerns and to be alert for signs of abuse amongst the students. Any signs of concern must be reported in accordance with the College's child protection procedures.

Any behaviors with students should at all times respect the appropriate professional boundaries and follow the guidance found in the national document 'Safer Working Practice with Children and Young People'. If you feel that a colleague is behaving inappropriately then it is your responsibility to bring these concerns confidentially to a member of the Senior Leadership Team.

The College will provide training for staff on a regular basis on child protection issues.

Learning and Development

You are obliged to participate in relevant learning and development opportunities to develop the skills and knowledge necessary to perform your job and to enhance the delivery of services to the College. You should seek feedback on your work performance and reasonably engage in any plans for improving your work performance.

Alcohol and Drugs

You must not consume alcohol, use illicit drugs or other illegal substances during College hours unless it is specifically part of a celebration organised by the College and authorized by the Principal.

You must also ensure that the use of any of the substances stated above does not adversely affect the work performance and safety of yourself or others, and does not bring the College into disrepute.

Similarly, if you are taking legally prescribed or over-the-counter drugs, you must ensure that their use does not adversely affect your work performance and the safety of yourself and others.

If you are a supervisor or manager, you will need to consider the options available for assisting employees who are required to take legally prescribed drugs and whose level of performance has been impaired. In these circumstances, a risk assessment should be undertaken with the assistance of the Occupational Health service.

Non-Smoking

Smoking is illegal in workplace premises; you must comply with this and not smoke whilst on site or in any company vehicle. The College has also extended this to cover electronic cigarettes, which also should not be used on site or in any company vehicle

Health, Safety and Well-Being

All employees have a personal and legal responsibility under the Health and Safety at Work Act 1974 for themselves, colleagues and visitors to the College. These responsibilities are identified in the College's Health and Safety policy.

In summary, the policy states that you must:

- Look after the health and safety of yourself and others who may be affected by your actions or failure to carry out certain actions at work.
- Co-operate with your manager, attend training sessions, and carry out reasonable instructions.

Other Employment

Your contract of employment may prevent you from undertaking other employment without the permission of the – Director of Finance and Operations. If this is the case, it will be detailed specifically in your written statement of particulars (what you may refer to as your 'contract'). It is important that you ensure that any additional employment does not conflict with the interests of the College or affect your ability and credibility to do your job. You must also ensure that College time and/or resources are not utilised in connection with any approved private employment.

If in doubt, the best thing to do is to discuss the circumstances with the Director of Finance and Operations.

Use of Authority

You should not use your official position, status, powers or authority to seek to improperly influence a decision or action.

You are expected to provide honest, impartial and comprehensive advice regardless of your personal assessment on a matter. If your personal views conflict with the performance of your official duties or if you believe that you cannot act impartially, you should contact your line manager and attempt to resolve the conflict.

For example, you should not:

- Use your status or position to obtain a transfer, promotion, advancement or appointment for yourself or another person or to improperly influence a selection process
- Falsify or improperly edit or destroy official records
- Seek to obtain a more favoured status for a funding application or for services to a particular stakeholder
- Instruct an employee to do any of the above.

Conduct Outside Working Time

Generally, what you do outside work is your own concern, but you should avoid doing anything that might adversely affect the reputation of the College or bring the College into disrepute. In your official capacity (as a College employee) or personal capacity, you must not allow your personal interests to conflict with the College's requirements or use your position to improperly confer an advantage or disadvantage on any person.

Criminal Charges and Convictions

The College requires all applicants for jobs to disclose all contraventions of, or failures to comply with, any provisions of law, whether committed in the UK or elsewhere. Criminal

Records Bureau checks are conducted on all successful applicants for positions in the College.

Once you are an employee, you must notify the College in writing if you are charged with any offence or if you are convicted of any offence. If you are charged with an offence, the notice must be given immediately after you are charged (i.e. next working day). If you are convicted of any offence, the notification must be given immediately after you are convicted (i.e. next working day). It should be noted that the term “conviction” includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the College in either case will constitute grounds for disciplinary action.

Use of College Property, Facilities and Equipment

College facilities are to be used for the College’s business and for no other purpose unless you have the Principal’s permission beforehand. Reasonable personal use of telephones, photocopiers, computers and faxes is allowed provided you have been authorised to do so by your manager. However, no private work may be carried out in the College’s time, or on the College’s premises or with the use of the College’s equipment.

The College allows reasonable, non-official use of internet and email, as long as individual or service performance is not compromised or adversely affected as a result. Your line manager can provide you with clarification as to what constitutes reasonable, non-official use. However, as a general rule, such use should be restricted to outside of working hours, during lunch breaks etc.

Conflict of Interest

If a conflict occurs between your private interests and College duties you must resolve the conflict in favour of your College duties. You can refer to College procedures or guidelines for advice in analysing, declaring and registering conflicts of interest.

You must advise your manager in writing of any personal or immediate family private interests that may give rise to a conflict of interest with your official duties, particularly if you are involved in making decisions affecting contracting, tendering or regulatory functions.

You should comply with any reasonable request from the Principal to provide information relating to your personal interests or the interests of a dependent or spouse.

Gifts and Hospitality

The Local Govt Act 1972 states that an employee shall not “under colour of his office or employment accept any fee or reward other than their proper remuneration (i.e. salary/ pay)” Should you be placed in a position where refusal of a gift would cause offence (this may be particularly relevant around Christmas and other festivals) it is suggested that consideration be given to passing the gift to the Chaplaincy team for use in relation to his/her charity.

- Small low value gifts such as flowers, a box of chocolates, diaries or similar items that may be used at work or shared with colleagues, may be accepted .Other non-work related gifts (particularly drinks or hospitality etc) must not be accepted under any circumstances.

Political, Professional and Trade Union Activity

You should ensure that your right to engage in political or professional activities does not result in an actual or perceived conflict of interest with your official duties with the College. You should ensure that you are able, and be seen to be able, to remain unbiased in the performance of those duties.

If you are a member of a profession, you are expected to uphold the standards of performance and conduct set by the relevant professional association and this Code of Conduct. However, it is noted that there can be exceptions to this where there is legislative authority to do so. If you believe a conflict exists between your official role and the standards of your profession, you must raise your concerns with your line manager.

If you are a workplace representative of a trade union or professional association, you should ensure that when you make public comment, it is clear that comment is made on behalf of the union or association you represent and not the College.

Information Disclosure and Confidentiality

As a College employee, you may obtain information that has not been made public and is still confidential. You must never disclose information given in confidence by anyone, or information acquired which you believe is of a confidential nature, without the consent of a person authorised to give it or unless you are required to by law.

You must not prevent another person from gaining access to information to which that person is entitled by law. You must not disclose confidential information for your own personal use or for use by anyone else known to you, or to the disadvantage or the discredit of the College or anyone else.

You must always observe the provisions of the Data Protection Act 1998, the Freedom of Information Act 2000 and the College's procedures for the release of personal information held about other employees or members of the public. Breach of confidentiality may be considered a disciplinary offence, which could result in dismissal. When you leave your employment with the College, you must still respect the confidentiality of official information that may have been available to you in the course of your duties and not use this information for private, commercial or political gain.

Acceptable Use of Technology

As a College employee you are required to use the ICT systems and any other appropriate technology in a responsible way to ensure that there is no risk to your safety or to the safety and security of the ICT systems and other users.

You must sign the College's Acceptable Use Policy and adhere to this at all time. This includes

- Always communicating with others in a professional manner. You must not use aggressive, offensive or inappropriate language
- You must not upload or download or access any materials which are illegal or inappropriate or may cause harm or distress to others
- You must only communicate with current students using official school systems including College email. Any such communication will be professional in tone and manner and will be recorded as directed by your Line Manager on the appropriate College system.

- Chat and social networking sites should not be used to discuss any issues related to the College or your work but may be used on a departmental basis to assist with student learning e.g. Twitter or where required by specific courses for homework, assessment or resources sharing e.g. edmodo
- You should be aware of the Data Protection Policy and ensure that personal information about yourself or others is not passed through the use of technology

Security

You must visibly display your Identification Badge at all times while you are on the College premises. All employees are required to challenge anyone without either an Employee ID or Visitor's Badge. You must not allow any individual not displaying an ID Badge to follow ("tailgate") you into any secure area of the College's premises. If you lose your ID Badge, you must report it immediately to your manager.

If you invite a visitor to the College then you must follow the College visitor procedure.

Managerial Roles and Responsibilities

As a manager, you have a responsibility to set a good example for employees through your own behaviour and attitudes, especially in relation to upholding the ethical principles, obligations and standards as set in this Code of Conduct. You should ensure that you understand your responsibilities under relevant financial, technological, information, human, knowledge/intellectual and physical asset management legislation, policies and procedures, maintaining the principles of accountability, continuous improvement, fairness, flexibility and equity in the workplace.

You should ensure that employees understand performance standards expected from them and objectively assess their performance against these standards.

You should ensure that all employees who report to you are familiar with the requirements and objectives of their job, and have access to the information, training, supervision, feedback and work conditions needed to achieve them.

You should be honest and objective in reporting the skills and qualities of employees in testimonials; references and performance reports, ensuring your decisions can be substantiated against objective standards and indicators.

You are required to act promptly, thoroughly and fairly when responding to, or investigating grievances and reports of breaches of the Code of Conduct. To avoid any accusation of bias, you must declare a conflict of interest in any applicant if you are a relative or friend to them. Similarly, you must not be involved in decisions relating to discipline promotion or pay adjustments for any employee who is a relative, partner or friend. If you are in any doubt, you should discuss the matter with your manager.

Ways of Working

You should ensure your leadership and management style:

- Is based on open, honest and thorough communication.
- Provides for optimum working conditions within the resources available to you.
- Supports positive performance management processes, including access to related learning and development opportunities for employees.

- Supports the right of employees to engage in open dialogue with you, and to pursue relevant conflict and grievance management options when issues arise.

Following Instructions

- You are expected to follow all reasonable and lawful instructions related to your work given by a person with the authority to issue such instructions.
- You should accept that you may not personally agree with all decisions made by your manager.
- You may refuse to comply with an instruction that appears to be unlawful and report the matter to an appropriate member of the senior leadership team.
- You should tell the person giving an unreasonable instruction that the instruction is, in your view, unreasonable and allow them the opportunity to respond. In the interim, you are generally required to carry out the instruction unless:
 - there is a danger to a person's health and safety or
 - a conflict of interest may exist or
 - it does not comply with College policy and practice.

Managers must be able to justify their instructions and decisions in line with their delegations, authority, and College policies and procedures, and be open and respond promptly to constructive questions.

If you object to an instruction on genuine conscientious grounds, or if there may be a perceived conflict with a professional code of ethics, you should attempt to negotiate and resolve the matter with your manager to achieve a mutually acceptable solution

Working Safely

Any activity that presents a significant risk to the health, safety or well-being of an employee or other person must have been subject to a written risk assessment. This is a tool which managers must use to determine the safest and best way of carrying out the work, including appropriate training, personal protective equipment etc. Appropriate safety controls should all be summarised on the risk assessment or safe system of work procedure and provided to the relevant employees.

Employees must follow the resulting safe system of work to ensure their safety and that of others is not put at risk. If these are not in place, speak to your manager in the first instance or your Health and Safety adviser.

For example, you must:

- Comply with the instructions given for workplace health and safety
- Use personal protective equipment if the equipment is provided and you have been properly instructed to use it.
- Not willfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace.
- Not willfully place at risk the health and safety of any person at the workplace.
- Not willfully injure yourself.
- Report to your line manager any workplace hazards that cannot be immediately rectified.
- Ensure that you comply in practice with any guidelines given for performing manual handling tasks.

- Take all reasonable steps to ensure that employees you manager are following guidelines and have access to job-specific training.

Dress Standards

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Your dress style must reflect appropriate workplace health, safety and security considerations applicable to your job and work environment.

For employees who are not required to wear uniforms or clothing specific to their role, eg PE teachers the following rules apply.

During term time when students are present smart business dress is required.

For men this consists of:

- Smart trousers no jeans
- Shirt
- Tie
- Smart knitwear
- Appropriate footwear

Additionally during the summer term when the summer uniform policy is in place for students the following may apply:

- No tie
- Smart sandals with a strap around the heel

For women this consists of:

- Smart trousers, skirt or dress which is at least knee length. Heavily patterned tights are not appropriate
- Smart top/blouse which is not transparent, with a suitable neckline
- Smart knitwear
- Smart shoes/boots/sandals with a back/strap around a low heel

During holiday periods and training days casual dress is acceptable unless you are representing the College in which case business dress is required.

Hair

Hair styles should be practical, clean and safe, neatly styled and not brightly coloured.

Any tattoos or piercings should be discreet or be covered when in contact with the students

I have read and understand the Code of Conduct expected by St Joseph’s Catholic College and I agree to act in accordance with the Code of Conduct as a condition of my employment.

I understand that if I have questions or concerns at any time about the Code of Conduct, I will consult my immediate line manager, a member of the Senior Leadership Team or the HR Department for clarification.

Signature.....

Name.....

Date.....