

**LINCOLN COLLEGE**

**CODE OF CONDUCT**

**POLICY CO/OT/30**

**SPONSOR**

Group Director of Human Resources

## **Equality and Diversity Statement**

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

# LINCOLN COLLEGE

## CODE OF CONDUCT

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# **LINCOLN COLLEGE**

## **CODE OF CONDUCT**

### **1 PURPOSE**

- 1.1 The purpose of this Code of Conduct is to give all employees guidance on how the college expects them to behave. It cannot cover every eventuality and further guidance should be sought from an employee's line manager or the HR Unit, if they are unsure of the standards expected of them.

### **2 AIMS**

- 2.1 The aim of the Code of Conduct is to provide appropriate guidance for staff in terms of acceptable behaviour and conduct at work.

### **3 INTRODUCTION**

- 3.1 The Advisory, Conciliation and Arbitration Service (ACAS) recommend that all employers establish and publicise standards of conduct at work. This helps employees to understand the standards of conduct and behaviour expected of them, as well as assisting managers to maintain proper standards of discipline at work and where necessary, to employ the appropriate procedures.
- 3.2 Colleges are public institutions, which in general rely on a significant proportion of public funding. This demands a high level of accountability and underlines the importance of a good reputation. The public is entitled to demand of an employee of the college conduct of the highest standard, as public confidence in his/her integrity would be undermined were the least suspicion to arise that he/she could in any way be influenced by improper motives.
- 3.3 It is the college's duty to protect employees against unjustified allegations of wrong doing and adherence to this Code is essential for this purpose. However, it should be noted by all employees that failure to comply with the standards detailed in the Code may result in disciplinary action.

### **4 RELATIONSHIPS AND PERSONAL INTERESTS (FINANCIAL AND NON FINANCIAL)**

- 4.1 Mutual respect between employees and members of the Board of the Corporation (governors) is essential. Where close personal relationships between employees and individual governors exist, there is a need for care to be taken to avoid inappropriate standards of conduct.

- 4.2 Employees who engage or supervise contractors or who have any other official relationship with contractors and have previously had or currently have a relationship in a professional, private or domestic capacity with contractors, should declare their relationship in writing directly to their line manager, who should decide what action is necessary and convey that decision to the employee in writing. The line manager should ensure a copy of the correspondence is placed on the employee's personal file and a copy sent to the Clerk of the Corporation who will maintain a central record.
- 4.3 Employees are required to give written notice of any contract or proposed contract, with which the college is involved and in which the employee has a financial or non-financial interest (either direct or indirect) as soon as the employee becomes aware of it. All contracts or proposed contracts are covered by this requirement, including contracts for the regular supply of goods and services. Details of personal interests should be declared in writing directly to their line manager using the form in Appendix 1, who will decide what action is necessary and convey that decision to the employee in writing. The line manager should ensure a copy of the correspondence is placed on the employee's personal file and a copy sent to the Clerk of the Corporation who will maintain a central record.
- 4.4 Appendix 1 must be completed as a matter of course by members of the Executive Leadership Team, the Group Financial Controller and Group Head of Facilities, Infrastructure & Estates and returned to the Clerk of the Corporation.
- 4.5 To avoid suggestions of any impropriety, employees with a financial or non-financial interest in a matter should not only declare that interest, but also seek to distance themselves from involvement in that item. This may mean passing an issue to another colleague to deal with. Where this is not possible, employees must be open about the interest in all associated dealings.
- 4.6 A line manager to whom any such interest, association, relationship or friendship is declared shall consider what steps to take to ensure the employee concerned is not placed in a position where private interests and official duties may conflict.
- 4.7 No employee shall purchase for private purposes goods or services from a firm that has dealings with the college where the firm is offering preferential terms to the individual employee (directly or indirectly) because of a contractual, business or other relationship with the college, without first obtaining written permission from the line manager, who should ensure a copy of the correspondence is placed on the employee's personal file. This equally applies to the ordering of extra supplies against a contract where the intention is to use the goods privately and pay for them at the college's contract price. This also precludes employees from using, for private purposes, any special trading cards that the college may hold for college business.

## **5 TENDERING**

- 5.1 Employees must exercise fairness and impartiality in dealing with all customers, suppliers and other contractors.
- 5.2 Employees who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised party or organisation.
- 5.3 Employees should ensure that no special favour is shown to current or former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.
- 5.4 Employees must not use their position and knowledge of the college to gain access to and provide information, which puts a particular contractor or anyone else in a better position than any other contractor tendering to undertake work.
- 5.5 Employees involved in the purchase of work, goods, materials and services must comply with the relevant procedures and financial regulations approved by the college.

## **6 CORRUPTION**

- 6.1 The Bribery Act came into force on 1 July 2011. The Act introduced new offences for acts of bribery by individuals, or persons associated with relevant organisations. The penalties are severe for any employee convicted under the Act, which could mean a criminal record with ten years' imprisonment and unlimited fines.
- 6.2 Employees must therefore be aware that it is a serious criminal offence for them corruptly to receive, or give, any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour or disfavour to any person while the employee is acting in his or her official capacity. If an allegation is made it is for the employee then to demonstrate that any such rewards have not been corruptly obtained.
- 6.3 The absence of actual corruption is not, in itself, sufficient. Avoidance of any grounds for suspicion of corruption is also important at all times and particularly where contracts are being negotiated. Employees should, wherever possible, avoid negotiating with a potential contractor, supplier or purchaser on a one to one basis. Where any one to one negotiations are involved, including telephone negotiations, the employee must ensure that all steps in the negotiations are recorded and that their line manager has been made aware of and has approved those steps. Financial regulations and the approved procedures of the college must be followed on all occasions.

## **7 GIFTS AND HOSPITALITY**

- 7.1 The acceptance of gifts and/or hospitality by employees must be treated with extreme caution.

- 7.2 No offer of a gift or inducement, (except those identified in 7.3) whether made at specific occasions (e.g. at Christmas), or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the college, without the written permission of the Director, Head of Department or the Group Financial Controller.
- 7.3 There is a delicate balance between acceptance or refusal of hospitality or tokens of goodwill on certain occasions. On each occasion a judgement must be made between causing offence by refusal or risking improper conduct by acceptance.

The receipt of minor articles with a low intrinsic value of no more than £10, often by way of trade advertisements that will be used on the college's business (e.g. diaries, calendars, office requisites, etc, which are customarily distributed at Christmas and, occasionally, at other times) is acceptable. The Group Director of Finance & Commercial (or other designated officer) will maintain a register of gifts and hospitality received where the value is in excess of £25. Members of staff in receipt of such gifts or hospitality are obliged to notify the Group Director of Finance & Commercial (or other designated officer) promptly.

- 7.4 Employees who are invited to take part in events by virtue of their position with the college should discuss the invitation with their line manager before attending.

Hospitality e.g. attendance at events involving a substantial non-business element are not normally permissible. Examples of permissible and non-permissible hospitality are:

Permitted – Employees representing the college in an official capacity or making a speech/presentation. This could include a variety of activities where the hospitality is moderate and relevant to the work of the college.

Not permitted – The acceptance of money or vouchers in any form. The acceptance of gifts or services of substantial value e.g. air and boat tickets, the use of premises, accommodation or services.

## **8 USE OF RESOURCES**

- 8.1 Any facilities, equipment, tools, etc, provided by the college for use in an employee's duties should be used only for those duties and for no other purpose except where the college has agreed to private use. This applies to all facilities and property. There are approved arrangements for the use of some services for private purposes on payment of charges determined by the college, for example, private photocopies, etc. Where approved private use takes place the appropriate charge must be made.
- 8.2 Employees should refer to relevant college policy and seek permission as appropriate for the use of specific resources. A full college document search can be accessed via the shared drive.

## **9 OUTSIDE COMMITMENTS**

- 9.1 No personal business activity or outside work of any sort may be undertaken by employees during their normal working hours for the college. Similarly, no college equipment, accommodation or resources must be used in connection with these activities.
- 9.2 Employees should refer to their contracts of employment or contact the HR Unit for clarification on their contractual obligation to seek approval to undertake outside work or engagements.
- 9.3 Although it is accepted that employees' off duty hours are their personal concern, all employees should avoid situations whereby their work and personal interests conflict or may appear to conflict.

## **10 TRAVEL AND SUBSISTENCE CLAIMS**

- 10.1 The reclaim of travel expenses and subsistence should be consistent with the principle of value for money and the need for efficiency and effectiveness.
- 10.2 No expenses or payment is to be received or accepted by an employee from any source outside college financial systems.
- 10.3 Employees are not permitted to accept free or subsidised travel or subsistence or hospitality without the agreement of their line manager.
- 10.4 Claims for car journeys where an employee travels to a temporary place of work should be the lesser of:
  - The distance of the journey from home; and
  - The distance of the journey to the temporary place of work from the normal place of work.

## **11 DRESS/APPEARANCE**

- 11.1 In the interests of security and presenting a professional approach to students, all employees must wear their identity badge when on college premises.
- 11.2 It is essential that all employees attend work looking clean and smart; specifically all employees are required to dress professionally and appropriately, in accordance with the nature of their work:
  - Un-tailored shorts are not permitted;
  - Denim clothes are not permitted including jeans, shirts, dresses and skirts unless it is considered appropriate for the work area. This attire would not be appropriate for example during formal college events such as parents evenings, open days and visits;
  - Suitable business footwear must be worn;
  - See-through or revealing clothes are not considered appropriate attire;
  - Jewellery should not be excessive.

- 11.3 Lincoln College operates a relaxed Friday dress code (academic year 2018/19), staff should apply good judgement in terms of appropriate relaxed dress and appearance at all times, for example relaxed dress may not always be appropriate i.e. if hosting external clients. Untailored shorts and denim clothes are permitted however see-through or revealing clothes are not considered appropriate attire.

## **12 APPOINTMENT AND OTHER EMPLOYMENT MATTERS**

- 12.1 Employees involved in appointments should ensure that these are made on the basis of merit in accordance with the procedures laid down in the college's Code of Practice on Recruitment and Selection. In order to avoid any possible accusation of bias, employees must not be involved in any appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.
- 12.2 Similarly, employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative or partner.
- 12.3 Employees need to be aware that there is a contractual requirement to disclose any criminal convictions occurring during any period of employment. In addition, employees need to be aware that the college is notified of any arrest(s) to ensure that any safeguarding issues are identified in respect of working with children and vulnerable adults.

## **13 MEMBERSHIP OF A SECRET SOCIETY**

- 13.1 The college encourages the membership of societies, professional bodies and trade unions, however, all employees must declare any membership of any organisation classed as a secret society, for example the Freemasons. Such a declaration must be made in writing and sent to the Head of HR who will place a copy on the employee's personal file.
- 13.2 A secret society is defined as:
- 13.2.1 Any lodge, chapter, society, trust or regular gathering or meeting, which:
- (a) is not open to members of the public who are not members of that lodge, chapter, society or trust;
  - (b) includes in the grant of membership an obligation on the part of the member a requirement to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, gathering or meeting; and
  - (c) includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.

A lodge, chapter, society, trust, gathering or meeting as defined above, should not be regarded as a secret society if it forms part of the activity of a generally recognised religion.

# APPENDIX 1

## Declaration of interests of employees of Lincoln College



Listed below are my interests which I have been asked to declare by Lincoln College.

**Other remunerated employment, office, trade, profession or vocation**

*If none, state none.*

**Financial interests regarding college contracts**

*If none, state none.*

**Directorships, governorships, charity trusteeships**

*If none, state none.*

**Personal relationship interests**

*If none, state none.*

To the best of my knowledge, the above information is correct. I give my consent for it to be used for the purpose described in the Code of Conduct Policy, but for no other purpose.

PLEASE RETURN THE FORM TO THE CLERK TO THE CORPORATION

Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(line manager on behalf of Lincoln College)

## APPENDIX 2

### Declaration of gifts / hospitality by employees of Lincoln College



Listed below are any gifts / hospitality which I have been asked to declare by Lincoln College.

#### **GIFTS**

**Description of gift(s):**

**Estimated value of gift(s):**

**Name of organisation supplying gift(s):**

**Date received:**

#### **HOSPITALITY**

**Description of hospitality offered:**

**Name of organisation supplying hospitality:**

**Date of event:**

To the best of my knowledge, the above information is correct. I can confirm that I have received the permission of the Director of Finance & Commercial (or other designated officer) to accept the gift(s) / hospitality in accordance with the college's Code of Conduct.

PLEASE RETURN THE FORM TO THE CLERK TO THE CORPORATION

Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Clerk of the Lincoln College Corporation)