

Disciplinary Rules and Code of Conduct

Code of conduct

1. While working for us you should at all times maintain professional and responsible standards of conduct. In particular, you should:
 - a. Comply with your contract and terms and conditions of employment;
 - b. Fulfil the duties of your post as reasonably required by the Appropriate Manager;
 - c. Observe relevant University Rules, Regulations, Codes and Policies;
 - d. Comply with health and safety and data protection requirements.
2. Failure to maintain satisfactory standards of conduct may result in action being taken under our Conduct Procedure (Ordinance 10.4).

Misconduct

3. The following are examples of matters that will normally be regarded as misconduct and be dealt with under our Conduct Procedure:
 - a. Minor breaches of University Policies, Rules, Codes and Regulations including but not limited to Acceptable Behaviour
 - b. Minor breaches of your contract.
 - c. Damage to, or unauthorised use of, our property.
 - d. Poor timekeeping.
 - e. Unauthorised absence from work.
 - f. Working remotely contrary to the terms of your employment contract or a previously agreed work pattern without prior approval.
 - g. Refusal or failure to follow reasonable instructions.
 - h. Working from abroad without prior approval and/or satisfaction of any relevant requirements that creates a minor risk to the University
 - i. Negligence in the performance of your duties.

This list is intended as a guide and is not exhaustive.

Gross misconduct

Gross misconduct is a serious breach of contract or any University Policy, Rule, Code or Regulation and includes misconduct which, in our opinion, is likely to prejudice our work or reputation or irreparably damage the working relationship

and trust between us. This may include misconduct committed outside of work. Gross misconduct will be dealt with under our Conduct Framework and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).

4. The following are examples of matters that are normally regarded as gross misconduct:
 - a. Theft or unauthorised removal of our property or the property of a colleague, student or other person or third party.
 - b. Fraud, forgery or other dishonesty, including fabrication of information and records and any failure to disclose by omission. This could include inappropriate use of Artificial Intelligence.
 - c. Actual or threatened violence, or behaviour which provokes violence, and bullying.
 - d. Any indecent, disorderly, threatening, intimidating or offensive behaviour or language at work or online whether verbal or in writing.
 - e. Deliberate and serious damage to property, or serious misuse of our property, including damage to our buildings, fittings, property or equipment, or the property of a colleague, student or other person or third party.
 - f. Serious breach of the IT Acceptable Use Policy.
 - g. Repeated or serious failure to obey instructions, or any other serious act of insubordination.
 - h. Unlawful discrimination, harassment or victimisation.
 - i. Any breach of the Sexual Misconduct Policy.
 - j. Bringing the organisation into serious disrepute.
 - k. Being under the influence of alcohol, illegal drugs or other substances during working hours including possession, use, supply or attempted supply of illegal drugs.
 - l. Causing loss, damage or injury through serious negligence. Serious or repeated breach of health and safety rules or serious misuse of safety equipment.

- m. Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure.
- n. Fraud or plagiarism in connection with academic research or failure to comply with the
- o. University's Research Misconduct Policy.
- p. Improper bias in relation to the treatment of students, whether relating to admission, assessment or otherwise.
- q. Accepting or offering a bribe or other secret payment or other breach of our Anti- corruption and Bribery Policy.
- r. Conviction for a criminal offence that in our opinion may affect our reputation or our relationships with our staff, students, customers, suppliers or the public, or otherwise affects your suitability to continue to work for us.
- s. Working from abroad without prior approval and satisfaction of any relevant requirements that create significant risk to the University (including but not limited to any applicable immigration requirements, data protection and information security) or failing to return to the UK and your normal place of work in accordance with any agreed overseas working arrangement.
- t. Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy. Failing to comply with our Information Security Policy, whether you are working in the UK or abroad on a temporary basis.
- u. Failure to respect the rights of any student or member of staff of the University, or any visitor to the University contrary to the Freedom of Speech Policy.
- v. Making untrue allegations in bad faith against a colleague.
- w. Failure to make any required declaration under the Conflict of Interest Policy.
- x. Gross or repeated negligence in the performance of your duties.

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