

Code of Conduct for Non-Teaching Staffs

1. Preamble to the Code of Conduct

This Code of Conduct is intended as a guide and a help to all staff. It sets out standards of conduct which staff are expected to follow when within, or representing the Institute. This code is written to assist staff and it is important they should take advice and guidance if necessary. The underlying purpose is to ensure that the Institute provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity of the Institute. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the College and its stakeholders. It has been drafted to comply with Institute's Policies and Procedures. Staffs are requested to read this Code carefully and consider the issues which it raises.

- 1. Staff should display the highest possible standards of professional behavior that is required in an educational establishment.**
- 2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the college.**
- 3. Staff should not use their position in the college for private advantage or gain.**
- 4. Staff should avoid words and deeds that might bring the college into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).**
- 5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.**
- 6. Staff should be aware of, and should follow college policies, systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.**
- 7. Continuing professional development and support shall be provided by the college and, where appropriate and agreed, will be based on the objectives of the College Development Plan. Periodically, employees will be required to attend certain training activities.**

8. Staffs should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Principal so that alternative cover arrangements may be made.
9. Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the Institutional community which could cause distress to college staff, pupils or parents.
10. The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
11. Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.
12. Investigations of alleged breaches of this Code will be covered under the Institute's Disciplinary procedures and related codes of practice.

Some Specific Aspects:

Discrimination: Staff must at all times observe the Institution's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders accordingly.

Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must ensure that pupils do likewise.

Fire: Staff must familiarize themselves with the fire precautions, procedures and drill routines. They must practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

Business Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships.

Media: Other than on matters of publicity, only the Principal is authorized to speak or send any communication on behalf of the college to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorization may be extended by the Principal to other staff members.

Copyright: Staff shall observe copyright laws on computer software, audio-visual and printed material.

It is the responsibility of all employees to ensure the institution's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerized databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the college community which could cause distress to college staffs, pupils or parents.

The following are examples of behavior which the institution finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- 1. Any form of physical/verbal violence towards pupils.**
- 2. Physical violence, actual or threatened towards other staff or visitors to the college.**
- 3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the College.**
- 4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the College.**
- 5. Theft of College monies or property and of monies or property of colleagues or visitors to the College. Removal from College premises of property which is not normally taken away without the express authority of the Principal may be regarded as gross misconduct.**
- 6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.**
- 7. Acceptance of bribes or other corrupt financial practices.**
- 8. Wilful damage of College property or of property belonging to other staff or visitors to the College.**
- 9. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the College.**
- 10. Any wilful act which could result in actionable negligence for compensation against the College.**

11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.

12. Gross neglect of duties and responsibilities.

13. Unauthorized absence from work.

14. Being untruthful and/or engaging in deception in matters of importance within the College community.

15. Deliberate breaches of confidentiality particularly on sensitive matters.

16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.

17. Conduct which substantially brings the name of the College into disrepute or which seriously undermines confidence in the employee.

The following are examples of behavior which could lead to formal disciplinary warnings.

- **Unsatisfactory timekeeping without permission.**
- **Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.**
- **Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.**
- **Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.**
- **Behavior towards other employees, pupils, and visitors which gives justifiable offence. Certain behavior giving rise to offence may be regarded as gross misconduct.**
- **Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanor. In certain circumstances such behavior may be regarded as gross misconduct.**
- **Conduct which it is considered adversely affects either the reputation of the College or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.**

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