



Code of Conduct Policy

Document Control	
Document Owner	Director of Operations
Version	1.2
Approved By	RSN Council
Date	July 2022
Effective Date	August 2022
Amended By	Policy Working Group R.Aziz Director of Education
Amendment Date	July 2022 May 2023
Amendments	Alignment with KU on inappropriate relationships
Formal Review Date	1 st August 2024

This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy. Where other policies are referred to they can be viewed at the Policy Library.

This policy applies to staff, tutors and students (C&D, undergraduate, postgraduate and day classes)

1. Policy Statement

The RSN is dedicated to the ongoing development of a positive working environment and the behaviour of employees is central to the continued success of the RSN. This policy sets out a number of requirements aimed at ensuring the smooth running of the RSN and the fair treatment of all employees. A number of these are so important that any breach of them will amount to gross misconduct and these are clearly identified throughout the RSN staff handbook. Your attention is drawn in particular to the following:

- The policy on gifts and hospitality;
- The policy on smoking;
- The policy on alcohol and drugs;
- The IT policy
- The policy on absence.
- The policy on grievance.
- The policy on Equity, anti-bullying and anti-harassment

The procedures should be read in conjunction with the Code of Conduct Policy and the RSN Staff handbook.

2. Policy Scope

The purpose of this policy is to promote acceptable behaviour and deal with unacceptable behaviour if it arises.

The policy applies to management, fellow employees, subordinates, service providers, customers, clients or other business contacts that employees would reasonably come in contact within the course of their employment.

It also applies beyond the workplace to off site and to work-related social events for example office parties, away days, conferences, training courses, sporting events, etc.

This Policy will not apply where the respondent or complainant is a student.

3. Definitions

The organisation expects that members of staff will conduct themselves in a professional and acceptable manner. All members of the organisation shall be aware of their own behaviour and how it affects others.

3.1. Acceptable Behaviour

- in the workplace fosters a positive environment. It is expected that all staff will conduct themselves in a manner characterised in the Code of Conduct Policy.
- Affording dignity, trust and respect to all within the workplace.
- Having awareness of the effects of one's behaviour on others and avoiding making unreasonable and unmanageable demands of them.
- Communicating honestly and openly, clearly stating what we mean and what we expect of others.
- Providing honest feedback based on objective information.
- Being open to constructive feedback.
- The RSN expects that members of staff will conduct themselves in a professional and acceptable manner. All members of the organisation shall be aware of their own behaviour and how it affects others.

3.2 Unacceptable Behaviour

- May involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort.
- Unacceptable behaviour includes falsifying information, dishonesty or fraudulent activities.
- Employees are required to carry out their managers' instructions and a deliberate and wilful refusal is unacceptable behaviour.
- Unacceptable behaviour may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. This does not necessarily have to be face-to-face, and may take many forms such as written, telephone or e-mail communications or social media.
- Behaviours may also contravene equality and/or employment legislation.
- The RSN prohibits close personal and intimate relationships between staff and students where the staff member has a direct responsibility for, or involvement in that student's studies and/or personal welfare. This is regarded as sexual misconduct.

- Staff members are prohibited from entering into a close, personal and intimate relationship with a student under the age of 18 regardless of whether or not they are involved in that student's studies and or/personal welfare.

Staff have an obligation to declare an intimate or close personal relationship with any other student, for whom they do not have direct supervision, (whether new or existing), in writing to their line manager, to enable RSN to assess whether any potential or actual conflict of interest exists.

For the avoidance of doubt and for the purposes of this policy, invoking organisation procedures connected to areas such as conduct, capability or discipline where such procedures are applied reasonably and appropriately will not constitute unacceptable behaviour.