

Code of Conduct and Professional Responsibility

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Related policies				
Disciplinary Policy				
External Reference				
N/A				

CODE OF CONDUCT AND PROFESSIONAL RESPONSIBILITY POLICY

1. STANDARDS OF CONDUCT

Staff are expected to achieve a high level of conduct in their behaviour, work and any activities outside ICMP which are likely to have a bearing on their employment.

This document sets out the level of conduct required by employees and zero hours contract workers.

2. GENERAL PRINCIPLES

2.1 ICMP

- expects your work, conduct and integrity to be of the highest standard and will investigate all unsatisfactory standards of work;
- will apply its rules equally to all employees.

2.2 It is your responsibility:

- to get to know what is in these rules;
- to comply with the rules and regulations of ICMP to achieve the standards required.

If you break these rules (or otherwise fall below the standards expected of an ICMP employee), you may be disciplined in accordance with the disciplinary procedure. Bear in mind that breaking some of the rules is so serious that, if it was found out that you had done so, ICMP would consider dismissing you on a first offence and without notice.

2.3 When you apply for work with ICMP

2.3.1 You must:

- tell the truth on any application form and at any interview;
- Demonstrate the skill or aptitude required for the job, especially where such skills are claimed or implied at the time your employment commenced.
- disclose any criminal offence you have been convicted of, unless we cannot require you to do so under the terms of the Rehabilitation of Offenders Act 1978;
- disclose if you are charged with a crime which (if convicted) would make you unfit for your job - for example, if you are an accountant charged with fraud;

2.3.2 You must not

- try to get any members of staff or Board members to show you undue favour before or during selection procedures;

- engage in any activity that could be interpreted as nepotism or cronyism
- conceal any fact you should disclose.

2.4 Working for ICMP, including with students, other employees and contractors, or in your dealings with potential customers or the wider public

2.4.1 You must not:

- be rude, abusive or offensive or threaten, fight with, assault or take advantage of anyone;
- perform, arrange or carry out any work or activity, which could be considered in competition with or affect in any way ICMP's interests;
- access, process or disclose any personal data other than is necessary, within the terms of ICMP's notification, to carry out the role for which you are employed;
- Use ICMP equipment, material or working time to do unauthorised work
- do anything to demean or offend the decency of others;
- mislead clients or tell lies about ICMP business;
- disclose, gossip about or use any information (either about ICMP business, students or staff, or members of the public) given or available to you in confidence;
- conceal any matter that is your duty to report to management;
- steal, take or damage things that belong to someone else or ICMP;
- harass or discriminate against people you meet in the course of your work, particularly on grounds of race, gender, gender reassignment, gender identity or expression, religious beliefs, ethnic or national origin, disability, sex, sexual orientation, marital status, HIV status or age; or make statements that imply such discriminatory attitudes.
- Record any meetings, conversations or lessons with colleagues without the participant's express and prior consent.

2.4.2 You must:

- We must all use our best endeavours to promote the interest of ICMP. During your agreed working hours, you must devote the whole of your time, attention and ability to ICMP.
- You are expected to act wholeheartedly in the interests of ICMP always. Any conduct detrimental to its interests or its relations with any third party, or damaging to its public image, shall be a breach of ICMP's rules.

- Achieve and maintain a good standard of work and to show a conscientious approach to the job or to the detail of that job to a standard that may reasonably be expected.
- Keep your personal hygiene to an acceptable standard.
- Uphold and implement the complaints policies and procedures, and not seek to influence either the registering of any complaint, or its progress through the official procedure, or the outcome (other than when required to take part in the process in your official capacity).

2.5 Working with your manager and other senior managers

2.5.1 You must:

- work within the scope of your contract and to the required standard of your job;
- carry out any proper instruction you are given, including compliance with general instructions, such as: policies and procedures, financial regulations, legal requirements, safety or other codes of conduct, etc.;
- accurately fill in any document, form or record required of you;

2.5.2 You must not:

- neglect your work or carry it out badly;
- destroy, damage, alter or falsify any document or record required by ICMP;
- conceal any matter that you should report to management, or disclose outside of ICMP any matter you should keep confidential;
- make false or misleading statements or make any statement on behalf of ICMP which you are not authorised to - for example, statements to the press or media, etc (unless you have been given the explicit authority to do so);
- try to get another manager to show anyone undue favour before, during or after an employment selection process.

2.6 Working safely

2.6.1 You must:

- report any accidents or near-misses you have at work;
- follow safety codes and comply with hygiene requirements;

2.6.2 You must not:

- risk injury or endanger yourself or others;
- take illegal substance/drugs or drink alcohol whilst at work.

2.7 Working hours and attendance

2.7.1 You must:

- be at work when you should be working and be punctual
- tell your manager if you are not going to be at work - for example, if you are visiting the doctor;
- agree with your manager any annual or flexi leave you want before you take the time off.

2.7.2 You must not:

- take sick leave unless you are sufficiently unwell to prevent you from attending and performing work.

2.8 Working honestly and with integrity

2.8.1 You must not:

- ask for or accept bribes of any sort;
- accept money or any other reward for the work you do for ICMP, apart from what ICMP pays you;
- accept money or any other reward from anyone who has or might have contracts with ICMP - if you do, it is presumed in law that you are guilty of corruption;
- put yourself in debt to someone when it would be likely to influence your work.

2.8.2 You may

- accept reasonable hospitality while you are working;
- accept an invitation which is proper for you to take up, but you must report your attendance to your manager first.

2.8.3 You must:

- report to your manager any attempts to bribe you, any evidence of corrupt or improper conduct by others and any offers of money, undue hospitality, favours or gifts you get;
- return any gifts they say you must not keep;
- notify the Head of Human Resources if you may be involved in selecting someone you know personally or are related to.
- Comply in full with any register of interests or conflicts.
- Be familiar with the Anti Bribery and Corruption Policy.

2.9 Working with ICMP's money and property

2.9.1 You must not:

- steal or take things which belong to ICMP;
- waste, or damage ICMP property;
- make private use of ICMP property or equipment;
- copy or take ICMP software for your own use, unless you have permission from the COO;
- use your own software on ICMP equipment without permission.

2.9.2 You must:

- comply with ICMP's financial rules;

2.10 Working and the law

2.10.1 You must not:

- break the law at work or break a law away from work which could damage public confidence in ICMP or make you unsuitable for the work you do.

2.11 Undertaking external activities

2.11.1 You must not:

- Take on a role that would mean a conflict of interest with ICMP

2.11.2 You may:

- Participate during your agreed working hours (with agreement from your line manager) as long as you make up the lost time.
- Receive payment for your external role.

2.11.3 You must:

- Declare any external engagements or membership of Boards
- Seek permission of your line manager to participate in activities

3. E-MAIL, INTERNET, SOCIAL NETWORKING & TELEPHONES

3.1 You must not:

- Use the e-mail system for abusive, sexual, pornographic, racist or offensive emails;

- Use the internet for accessing, downloading, viewing or distributing illegal, offensive, unsuitable, obscene or pornographic web pages or material;
- Use chat rooms, blogs and social networking sites or similar to post confidential, offensive, derogatory or otherwise disparaging remarks about ICMP or its employees, officers, agents, customers or suppliers;
- Disclose your password to anyone else nor should you gain access or attempt to gain access to information stored electronically which is beyond the scope of your authorised access level.

3.2 You may:

- Make personal calls in the case of an emergency;

3.3 You must:

- Report receipt of inappropriate emails to your line manager;
- Inform your line manager if you accidentally connect to an inappropriate site;
- Be familiar with the Acceptable Use of IT policy;