

STAFF CODE OF CONDUCT POLICY

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EIA

Yes

Lead Officer

Vice Principal – Curriculum, Operations & External Relations

Review Officer

Head of HR

Version Control History

Reviewer	Date of Change	Summary of Revisions made
HR Manager	28.03.11	Reviewed by BoM
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Head of HR / HR Business Partner	May 2026	Added Contents page Added additional relevant legislation/ policies Added Responsibilities Amended the term college to UHI Inverness

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1. Policy Statement

Staff are required to work to the best of their ability and always try to promote and develop the business of the UHI Inverness and its interests generally. This Staff Code of Conduct incorporates existing policies, regulations and conditions of service and provides further guidance on the minimum standards of conduct expected of UHI Inverness staff. The purpose of the Staff Code of Conduct is to provide clear and helpful guidance.

Observance of the terms and requirements of this Code will help to ensure that an employee's relationship with the UHI Inverness is successful and productive. As a member of UHI Inverness staff, staff are expected to conduct themselves with integrity, impartiality and honesty.

Line Managers are responsible for ensuring staff within their team are aware of all relevant policies and procedures and of this Code of Conduct. All staff are responsible for familiarising themselves with UHI Inverness policies, procedures, standards, and for observing them.

A breach of the Staff Code of Conduct may result in disciplinary action in accordance with UHI Inverness's Staff Disciplinary Procedure.

2. Legislative framework/related policies

This list is neither exclusive nor exhaustive. Publicly available UHI Inverness policies and procedures can be accessed via our website: [About us – Publications](#). Staff and Board Members can access the full range of internal policies and procedures through the Quality SharePoint site.

- 2.1. The Public Interest Disclosure Act 1998
- 2.2. The General Data Protection Regulations
- 2.3. The Data Protection Act 2018
- 2.4. The Freedom of Information Act 2000
- 2.5. The Sexual Offences Act 2003
- 2.6. The Sexual Offences Act (Scotland) 2009
- 2.7. The Adult Support and Protection (Scotland) Act 2007
- 2.8. The Smoking, Health & Social Care (Scotland) Act 2005
- 2.9. The Human Rights Act 1998
- 2.10. The Health & Safety at Work Act 1974
- 2.11. The Bribery Act 2010
- 2.12. The Equality Act 2010

- 2.13. The Employment Rights Act 2025
- 2.14. Staff Disciplinary Policy and Procedure
- 2.15. Staff Grievance Policy and Procedure
- 2.16. Staff Recruitment & Selection Policy and Procedure
- 2.17. UHI Inverness Finance Regulations
- 2.18. Public Interest Disclosure (Whistleblowing) Policy and Procedure
- 2.19. Health & Safety Policy
- 2.20. UHI Partnership Information Security Acceptable Use Policy
- 2.21. Information Security Policy
- 2.22. Use of College Equipment Outwith the UK Policy
- 2.23. Data Protection Policy
- 2.24. Harm Reduction Policy
- 2.25. [Link - Professional Standards and Code for Lecturers - The General Teaching Council for Scotland \(gtcs.org.uk\)](https://gtcs.org.uk).
- 2.26. [Link – Professional Standards and Code of Professionalism and Conduct \(CoPAC\) for lecturers: Professional Standards and Code for Lecturers - The General Teaching Council for Scotland \(gtcs.org.uk\)](https://gtcs.org.uk)

3. Scope

- 3.1. The Staff Code of Conduct applies to all staff of UHI Inverness. This includes employees, supply staff, agency workers, volunteers, interns and contractors.
- 3.2. There is a separate Code of Conduct which applies to members of the Board of Management. Reference to this policy should also consider the UHI Partnership Information Security Acceptable Use Policy.
- 3.3. The Staff Code of Conduct Policy and Procedure does not form part of any contract of employment or contract to provide services and UHI Inverness may amend it at any time.

4. Responsibilities

- 4.1. **Human Resources (HR)**
The HR department is responsible for providing advice, guidance and support to managers and staff in relation to the Staff Code of Conduct Policy and Procedure.
- 4.2. **Line Managers**
Line managers are responsible for ensuring the consistent, fair and equitable application of this policy and procedure, obtaining advice and guidance from HR where necessary.

Line managers are also responsible for reporting any breaches to the relevant person/ department as appropriate and as soon as is practicable.

4.3. **Governance Officer**

The Governance Officer is responsible for providing advice and guidance to staff on declarations of gifts or hospitality.

They are also responsible for maintaining an accurate register of all gifts and hospitality either given or received within UHI Inverness upon receipt of a completed declaration.

4.4. **Staff**

Individual staff have a responsibility to familiarise themselves with this policy and procedure and to comply with its application and other associated procedures as appropriate.

5. Compliance

- 5.1. This policy must be complied with and will be audited regularly with reports going to the appropriate committee.
- 5.2. Each UHI Inverness policy is reviewed regularly and its implementation and effectiveness monitored. Appropriate procedure for reviewing and monitoring and the responsibility of the policy lead officer. There procedures will be subject to audit by the Quality Department.

6. Review

- 6.1. The Code of Conduct Policy and Procedure will be reviewed every 3 years or sooner, to continue to meet UHI Inverness requirements, any legislative framework changes, and to ensure currency of content.