



## STAFF CODE OF CONDUCT POLICY

REFERENCE: PL/HR/2020/002

Lead Officer	Principal and Chief Executive
Review Officer	HR Manager
Date first approved by BoM	15 December 2008
First Review Date	28 March 2011
Date review approved by BoM	06 October 2020
Next Review Date	October 2023
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	28.03.11	Reviewed by BoM
HR Manager	01.06.17	Reviewed by BoM HR Committee
HR Manager	06.10.20	Reviewed by BoM - Approved

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## **1. Policy Statement**

Employees are required to work to the best of their ability and always try to promote and develop the business of the College 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 College employees. The Code stands beside but does not, of course, exclude or replace an employee's rights and responsibilities under legislation or under the implied terms of the employment contract: its purpose is to provide clear and helpful advice.

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

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

A breach of the Code may result in disciplinary action in accordance with the College Disciplinary Procedure.

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## **2. Legislative framework/related policies**

- 2.1. The Public Interest Disclosure Act 1998
- 2.2. The General Data Protection Regulations
- 2.2. The Data Protection Act 2018
- 2.3. The Freedom of Information Act 2000
- 2.11. The Sexual Offences Act 2003
- 2.12. The Sexual Offences Act (Scotland) 2009
- 2.13. The Smoking, Health & Social Care (Scotland) Act 2005
- 2.14. The Human Rights Act 1998
- 2.15. The Health & Safety at Work Act 1974
- 2.16. The Bribery Act 2010
- 2.17. The Equality Act 2010
- 2.18. Staff Disciplinary Policy
- 2.19. Staff Grievance Policy
- 2.20. Staff Recruitment & Selection Policy
- 2.21. IC Finance Regulations
- 2.22. Public Interest Disclosure Policy
- 2.23. Health & Safety Policy
- 2.24. IC University Partnership – Information Security Acceptable Use Policy

## **3. Scope**

- 3.1. The Code of Conduct applies to all staff of Inverness College. There is a separate Code of Conduct which applies to members of the Board of Management. Reference to this policy should also consider the IC University Partnership – Information Security Acceptable Use Policy

## **4. Compliance**

- 4.1. This policy must be complied with and will be audited regularly with reports going to the appropriate committee.

## **5. Monitoring**

- 5.1. Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

## **6. Review**

- 6.1. The Code of Conduct Policy and Procedure will be reviewed every 3 years but more frequently if changes to legislation require.