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## 1 **Introduction and purpose**

- 1.1 The code of conduct (“the Code”) sets out general expectations and standards of conduct for all staff and members of the Board of Governors.

## 2 **Who is covered by the code of conduct?**

- 2.1 The Code applies to all DMU employees. Any breach of the standards of conduct outlined in the Code may lead to disciplinary action up to and including dismissal.

- 2.2 If you are working for us but are not directly employed by DMU e.g. contractors, agency workers (e.g. Unitemps), volunteers, etc. you are also expected to comply with the standards of conduct outlined in the Code when working for or on behalf of DMU. A failure to do so may result in the termination of your contract or en0.004o5 ( )10 (o)1miterm 0.004 Twiterm

material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

**Objectivity:** Board members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

**Accountability:** Board members are accountable for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

**Openness:** Board members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

**Honesty:** Board members should be truthful

**Leadership:** Board members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs;

- 3.1.3 take individual as well as collective responsibility for decisions concerning the affairs of DMU, representing the collective best interests of the institution in good faith and not in pursuit of any personal agenda (actual or perceived) or any mandate prescribed by any other bodies or persons;
  - 3.1.4 be professional in all dealings that impact directly or may impact indirectly on DMU, and treat all those with whom you come into contact with consideration and respect;
  - 3.1.5 have a full awareness and understanding of the Code as well as DMU's financial regulations and other policies;
  - 3.1.6 lead by example in their conduct at all times and intervene appropriately (seeking relevant guidance and/or support if necessary) where there is or may be any breach of the Code or DMU regulations or any other act or omission that may create risk for DMU including reputational risk.
- 3.2 In addition, Board members, along with other individuals exercising control or significant influence over the affairs of DMU<sup>2</sup>, must:
- 3.2.1 be 'fit and proper' persons and must notify DMU immediately of any change that might impact on their ability to

- 3.2.4 declare all pecuniary, business, family/close personal relationships or other interests in respect of any proposed contract, policy decision or other matter to be determined by the board or a committee as soon as possible after commencement of the meeting; and should take no part in the consideration or discussion of the contract or other matter, nor vote on it (see also [Conflicts of interest](#) and [Relationships](#));
- 3.2.5 not receive any gifts, hospitality or benefits of any kind from a third party (including students) which might be seen to compromise independence of judgement or integrity; and
- 3.2.6 report any offer of such gifts, hospitality or benefits to the Clerk to the Board of Governors. (See **Gifts and Hospitality Policy** for more information).

## 4 **Key principles for all staff and governors**

- 4.1 In the course of your duties or when representing DMU, you are expected at all times to act in a way that reflects DMU's values and priorities. Key to those values are:

**Trust and confidence:** You are expected to carry out your role to the best of your ability in order to ensure the best experience for staff, students and other stakeholders



societies (e.g. Freemasons). It is also recognised that, on occasion, such activities/interests may give rise to conflicts of interest.

5.3.2 When competing interests impair our ability to make objective, unbiased decisions we have a conflict of interest. You may face a conflict of interest when your professional duties for DMU and your personal interests become entwined. A conflict of interest may take the form of financial interests in another company e.g. a supplier to the university, or non-financial interests e.g. recruiting a close family member, or engaging in employment outside of DMU.

5.3.3 This Code sets out general principles regarding honesty and integrity (see 4); however, you should avoid being, or appearing to be, involved in any situation where you have a conflict of interest, or where your actions could be perceived as a conflict of interest.





5.3.15 You are expected to cooperate with reasonable actions we consider necessary to effectively manage a conflict of interest (actual or perceived).

See also [Relationships](#) (in particular 5.4.6 - 5.4.7).

## 5.4 Relationships

5.4.1 We recognise that staff and governors may have close personal relationships<sup>3</sup> with other colleagues or students or people with whom they come into contact as part of their position at DMU. We do not wish to interfere with the personal relationships of staff/governors, but on occasions, such relationships can create a conflict of interest potential or actual, perceived or alleged. Even where an actual conflict of interest does not exist, such relationships can become disruptive within the workplace.

5.4.2 All staff and governors should be cognisant of the need to establish and maintain appropriate professional boundaries in the workplace e.g. between staff members and their colleagues; between staff members and students. While we are a higher education institution dealing primarily with persons who are 18 or over, there is often likely to be a power imbalance between staff/students or between colleagues at different levels in the organisation that would make certain close personal relationships (including but not limited to those of a sexual nature) inappropriate in the workplace and potentially damaging to DMU's reputation. Professional boundaries are important to protect staff from allegations of wrongdoing / unethical conduct (actual or perceived) and to protect students from harm.

5.4.3 If you have a close personal relationship with a colleague, student, governor, contractor, client, customer or supplier you must not allow that relationship to influence your conduct or decisions while at work or adversely impact on DMU's business or reputation. Thisati(at)dentasupplnteqepon (t)12 (ude)10 (nt)jsiudv (er)7 (Ui)6 (u

5.4.6 To avoid any allegations of unfair bias, you will not be permitted to take any decision concerning a relative or person with whom you have a close relationship. Where it is a decision being made collectively, you will be required to withdraw from the decision-making process.

5.4.7 Where appropriate we reserve

For this reason, there may be occasions where conduct outside of work is relevant for consideration under DMU's policies and procedures e.g. our disciplinary or grievance procedures.

- 5.6.2 If you are taking part in one of our work-related events or social activities (e.g. events run via the Staff Social Committee), the connection between work and personal life is even more closely linked and the Code and all other DMU policies apply to such events. You should also be mindful that events which are not run by DMU but are primarily attended by DMU colleagues or students (e.g. informal work gatherings/meet-ups, nights out, Christmas parties, 'leaving do's' etc.) are still 'work-related' and therefore the same principles apply as to events organised by DMU.

## 5.7 Disclosure of criminal convictions, offences or other misconduct

- 5.7.1 If you are arrested, are facing criminal charges, conviction or other allegations regardless of your role, as soon as you can you must inform your PVC/Dean or Director or Head of Department.
- 5.7.2 Examples of information that must be disclosed include: being arrested, convictions (this includes road traffic offences but not fixed penalty notices such as speeding or parking tickets unless they are given in court); changes or likely changes to Disclosure and Barring Service (DBS) status; cautions; warnings; reprimands; criminal fines; or awaiting sentence or during any criminal allegations made against you that are being investigated. It also includes any allegations of misconduct or impropriety made against you including allegations made in any role or employment you hold outside of DMU employment or investigations undertaken by professional bodies. This obligation applies whether or not you believe the matter to be trivial or irrelevant to your DMU role, and whether or not you know or believe the allegations to be true.
- 5.7.3 In all cases information must be disclosed as soon as practically possible to allow us to assess the employment risks and implications (if any). If in doubt about whether there is a duty to disclose, you should discuss the matter with the appropriate person (in accordance with 5.7.1). Where necessary, you may be required to undergo a further DBS check.
- 5.7.4 Any failure to disclose information may in itself amount to a disciplinary offence. If you fail to disclose information, disciplinary action up to and including dismissal may be taken against you if it is later discovered that information was withheld or was not disclosed in accordance with the Code.

## 5.8 Safeguarding

- 5.8.1 All DMU staff and governors are expected to adopt a safeguarding approach when working with children and adults. See the university's **Safeguarding Policy, Procedure and Guidance**.
- 5.8.2



5.12.3 Where you have access to and are entrusted with confidential information concerning DMU's business or finances, or its suppliers, agents, contractors, customers, students or staff, you must not divulge such information except in the proper course of your duties or in any circumstances after your employment or work with DMU has ended without the written consent of DMU or as required by the law.

## 5.13 Monitoring

5.13.1 You are not permitted to covertly monitor your colleagues, managers, students or others at the university. Covert monitoring means monitoring carried out in a manner calculated to ensure those subject to it are unaware that it is taking place. This means that you must not secretly record workplace interactions with or between colleagues, managers, or students using audio/video/digital recording devices or otherwise regardless of whether the interaction being recorded takes place during times and in rooms/locations where you are also present. This includes but is not limited to 1:1s and appraisal meetings, team meetings, consultation meetings, investigation meetings or grievance and disciplinary meetings.

5.13.2 We consider that all staff should be aware of the nature, extent and reasons for any monitoring unless, exceptionally, covert monitoring is justified. For these reasons, the university will regard any breach of this section 5.13 as potential gross misconduct irrespective of the motive for the recording. Covert monitoring can only be authorised by senior management in circumstances where there are grounds for suspecting criminal activity or equivalent malpractice. You should not assume that you are permitted to make a covert recording at work.

5.13.3 Subject to 5.13.2 and 5.13.4, you will be notified of any video/audio/digital recording that is to take place. This rule does not inhibit normal and accepted social behaviour between work colleagues e.g. where work colleagues might wish to take photos of each other on work social occasions.

5.13.4 As an employer, DMU will at all times have regard to its legal obligations under the relevant legislation including the Data Protection Act 2018. Please note that this section does not override or in any way limit the provisions set out within section 7 of the **Policy on the use of email, internet and social media**.

## 6 Other relevant policies

**Disciplinary Procedure:** outlines the procedure for handling concerns about employee conduct.

**Raising serious concerns: Whistleblowing Policy:** provides staff with a mechanism to raise serious concerns in confidence within DMU about certain matters that are unrelated to their own personal circumstances.