

Cardiff Met Code of Professional Conduct

POLICY COVERSHEET

# Key Details

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| **POLICY TITLE** | Cardiff Met Code of Professional Conduct |
| **DATE APPROVED** | 10th November 2021 |
| **APPROVING BODY** | Resources Committee |
| **VERSION** | 1.1 |
| **PREVIOUS REVIEW DATES** | November 2021 |
| **NEXT REVIEW DATE** | November 2024 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** | *No major change* |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | Disciplinary Policy and Procedure and Grievance Policy and Procedure.  |
| **IMPLEMENTATION DATE** |  |
| **POLICY OWNER (JOB TITLE)** | Chief People Officer |
| **UNIT / SERVICE** | People Services  |
| **CONTACT EMAIL** | *humanresources@cardiffmet.ac.uk* |

# Version Control

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| --- | --- | --- |
| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1.1 | TBC | First version |

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg** / This document is also available in Welsh

# Policy Hub

## For further information on policies:

1. You can go to the Secretariat pages on InSite at <https://outlookuwicac.sharepoint.com/sites/Secretariat>;
2. You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](https://www.cardiffmet.ac.uk/about/policyhub); or
3. Contact policies@cardiffmet.ac.uk.

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Cardiff Met Code of Professional Conduct

# Introduction

## At Cardiff Met we pride ourselves in being a values driven university. Values inform the way we think and act at Cardiff Met and form the core of our mutual commitment to being 'One Cardiff Met'.

## Our performance is measured by the success of our staff, students and stakeholders working in partnership to improve graduate outcomes, civic engagement, international influence, and economic impact.

# Values and Behaviours

## Our Code of Professional Conduct is aligned to our collective values of Innovation, Creativity, Freedom and Diversity; and is supported by our collective behaviours of Leadership, Trust, Courage, Agility, Inclusivity and Accountability. Please find an explanation of our Values and Behaviours [here](https://outlookuwicac.sharepoint.com/sites/InSite/SitePages/our-values-and-behaviours.aspx?OR=Teams-HL&CT=1637163864188).

## We have high standards for ourselves and this document is aimed at supporting a One Cardiff Met commitment to creating an amazing place to work and study where everybody thrives and to creating a supportive and professional academic environment.

## The conduct and behaviour of Cardiff Met colleagues impacts on the education and livelihoods of thousands of people, as well as on the local environment and community. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community.

# Purpose

## The purpose of this Code of Professional Conduct is to provide a clear framework within which employees of the University are expected to conduct themselves. The University strives to maintain a work environment for its staff and a learning environment for its students in which honesty, integrity and respect for fellow employees, students and business stakeholders of the University are constantly reflected in personal professional behaviour and standards of conduct.

# Scope

## This Code of Professional Conduct applies to all staff (employees, workers, guest lecturers, and all other individuals who represent Cardiff Met) and applies to all interactions with students, colleagues, visitors, partner and community members and any other individuals affiliated with Cardiff Met.

## Where this Code of Professional Conduct refers to “colleagues” this indicates any individual who carries out work on behalf of Cardiff Met under any type of employment contract.

# Principles

## The standards of conduct and behaviour outlined in this document are representative and are not intended as an exhaustive list.

## In addition to this Code of Professional Conduct you may also be bound by other professional codes of conduct or professional integrity laid down by your relevant professional and/or regulatory body.

## Breaches of this Professional Code of Conduct will usually be dealt with informally in the first instance. However, repeated or serious breaches of this Code may result in disciplinary action being taken.

# Code of Professional Conduct

## **Cardiff Met will:**

* + 1. Treat colleagues with fairness, dignity, and respect at all times.
		2. Support and encourage an environment where colleagues are trusted and empowered to make decisions and work creatively.
		3. Deal proactively with and challenge any conduct or behaviour which contravenes this Code of Professional Conduct.
		4. Communicate through regular updates on InSite, all staff meetings and through its recognised Trade Unions, creating opportunities for colleagues to participate in decision-making.
		5. Maintain a healthy and safe workplace, recognising its duty of care to all members of the University Community.
		6. Seek to maintain good relations with its recognised trade unions, Unison and UCU.
		7. Provide line management training to all people managers to support them to manage effectively.
		8. Focus on outcomes and outputs from staff, providing flexibility where possible in where, when, and how they work.

## **Cardiff Met expects all colleagues to:**

### Observe and comply with all of Cardiff Met’s regulations, policies, and procedures.

### Behave in a professional and respectful manner at all times, maintaining appropriate professional boundaries between colleagues, students and any other people they may meet in the course of performing their duties.

### Behave courteously and treat other members of the University community with dignity and respect both inside and outside of work.

### Recognise that there is likely to be a related power differential in a professional context e.g., staff/student, senior staff/junior staff, manager/staff member, PhD supervisor/PGR student and especially within close and/or sexual relationships.

### Therefore:

### Cardiff Met strongly discourages any close and/or sexual relationships between employees and enrolled students. Employees are expected to act professionally and with integrity and maintain professional boundaries with students.

### Employees (in the case of employee/student personal or close relationships) or the most senior employee (in the case of colleagues’ personal or close relationships) are responsible for disclosing personal relationships in accordance with the Close Personal Relationships Guidelines and to adhering to the guidance. This enables any potential or perceived conflict of interest to be managed appropriately.

### A member of staff will, under no circumstances, abuse their power or put themselves in a position where it could be perceived that their power is abused. Abuse of power is deemed as gross misconduct and may lead to disciplinary action being taken against you, including dismissal.

### Cooperate in creating an inclusive environment in which they collaborate, provide feedback constructively and in which they value the contribution of others.

### Recognise that all members of the University community have the right to be treated with dignity and respect in accordance with the University’s [Harassment and Bullying Policy Statement](https://www.cardiffmet.ac.uk/about/policyhub/Documents/harassment-and-bullying-policy.docx) (Staff) and the [Harassment and Bullying Policy and Procedure](https://www.metcaerdydd.ac.uk/study/studentservices/Documents/Harassment%20and%20Bullying%20Policy%20and%20Procedure.pdf) (Students). If you witness or have been targeted by behaviour that may constitute harassment or bullying, please speak to your manager or a People Services representative. If you are a Trade Union member, you may also wish to contact your Trade Union Representative.

### Ensure, in line with Cardiff Met’s IT Acceptable Use Policy, that they do not misuse ICT or other equipment for commercial gain, regardless of whether this is inside or outside of work time.

### Ensure that they do not carry out any act which is classed as “prohibited” within Cardiff Met’s IT Acceptable Use Policy.

### Ensure that they adhere to their responsibilities as outlined in Cardiff Met’s Data Protection Policy.

### Ensure that they comply with the guiding principles as outlined in Cardiff Met’s Information Security Policy.

### Be accountable for their performance, results, decisions and behaviour.

### Keep up to date with and act on relevant job specific and University information through InSite, all staff meetings, and their line managers.

### Acknowledge change as a constant and that the University requires you to be prepared to engage positively with change for the benefit of the University and our students. The University will provide you with support to enable you to do this.

### To attend the Manage@met programme of training if they hold line management responsibility to ensure they are supported with effective people management skills.

### Be mindful that they represent Cardiff Met and unlawful, unprofessional, anti-social behaviour or any other conduct, which seriously jeopardises the University’s reputation, may be dealt with using the University’s Disciplinary Procedure.

### Behave with honesty and integrity, declaring conflicts of interest as soon as they arise.

### Conflicts of interest can arise in many situations in working life. When conflict arises staff should ensure that they make explicit their conflict, either confidentially to a line manager/chair of board or committee, or openly in the context of a meeting, whichever is appropriate. It is normal practice for those with conflicts to exclude themselves from discussion/decision making on that issue. Colleagues are asked to be reflective about their activities and, wherever possible, to avoid placing themselves in situations where conflicts of interest may arise. A non-exhaustive list of where a conflict arises is as follows:

### Being involved in any part of the recruitment and selection process when one or more of the applicants is personally related or connected to you or a family member.

### Assessing the work of students who are personally related or connected to you or a family member.

### Carrying out a Performance and Development Review (P&DR) for a member of staff who is personally related or connected to you or family member

### Pursuing interests which are directly in conflict with those of the University or which are outside your contract of employment.

### Being involved in personal relationships at work where the nature of the professional relationship or professionalism is compromised.

### Giving someone or some company/organisation an unfair advantage over others by virtue of your personal connection with them.

### Seeking to use your position to give you an unfair advantage over others.

### Accepting hospitality, gifts, funding, or money from an outside body/organisation that would place you under an obligation or could compromise your position. Gifts of a small or inexpensive nature (up to £25 in value) can be accepted in accordance with our financial regulations and as detailed in the Cardiff Met [Gifts and Hospitality Policy.](https://outlookuwicac.sharepoint.com/sites/Finance/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFinance%2FShared%20Documents%2FPolicies%2FGifts%20and%20Hospitality%20Policy%20Published%20v2%2Epdf&parent=%2Fsites%2FFinance%2FShared%20Documents%2FPolicies)

### Maintaining silence if things are seriously wrong and where there are opportunities to express your concerns, particularly where staff or student welfare or career progression and reward is concerned.

# Related Policies and Procedures

## Serious or repeated breaches of this Code of Professional Conduct will be dealt with using Cardiff Met’s Disciplinary Policy and Procedure.

## Concerns in relation to the conduct of other colleagues should be raised under Cardiff Met’s Grievance Policy and Procedure.

## Other related policies and guidelines:

### [Close Personal Relationships Guidelines](https://outlookuwicac.sharepoint.com/%3Aw%3A/s/PeopleServices/Ed_I1yZR4kJKn_DfB1oOaFQBqkrktjOYqDVvwQef7-bjmQ?e=rqa632)

### [Harassment and Bullying Policy Statement (Staff)](https://outlookuwicac.sharepoint.com/%3Aw%3A/r/sites/PeopleServices/_layouts/15/Doc.aspx?sourcedoc=%7B9B77E517-0970-45D1-9C27-6235F4528D43%7D&file=Harassment%20and%20Bullying%20Policy%20Statement.docx&action=default&mobileredirect=true)

### [Harassment and Bullying Policy and Procedure](https://www.metcaerdydd.ac.uk/study/studentservices/Documents/Harassment%20and%20Bullying%20Policy%20and%20Procedure.pdf) (Students)

### IT Acceptable Use Policy

### Data Protection Policy

### Information Security Policy

7.3.6 Gifts and Hospitality Policy.

# Document Revision

## People Services will advise, support, and monitor the application of this Code of Professional Conduct proactively.

## This Code of Professional Conduct will be reviewed every three years to ensure that it continues to meet good practice and any new legislative requirements.