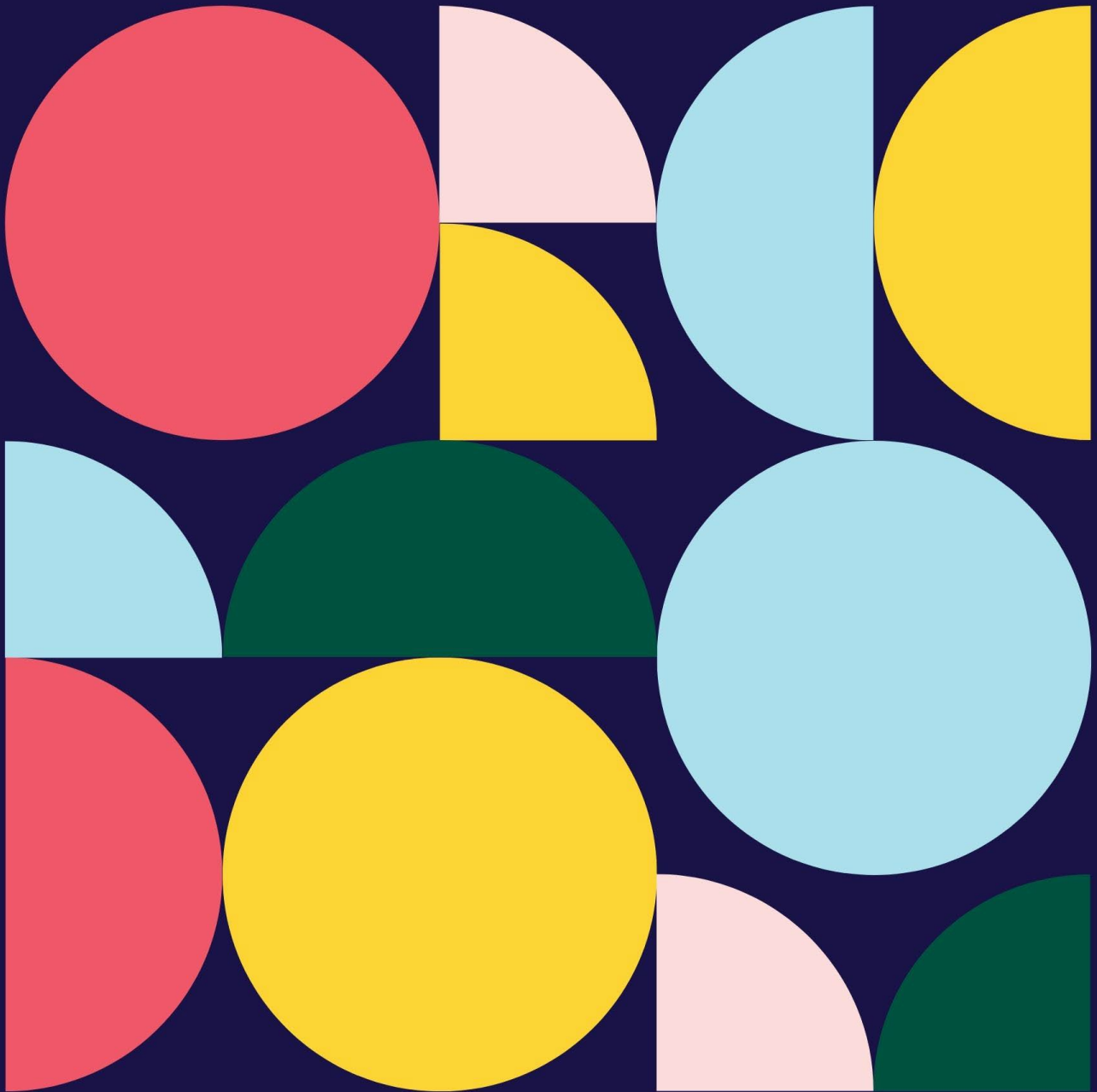




Staff Code of Conduct Policy

Owner: Director of People, Culture and Organisational Development
Approval: Trustees

Staff Code of Conduct Policy

1. Introduction

- 1.1 It is essential that we have good and effective working relationships between Bristol SU's employees, members, elected officers and trustees and the information in this policy aims to support us to achieve this. It is expected that people will treat each other with respect and courtesy at all times.
- 1.2 A disregard of this policy may result in disciplinary action.

2. Personal Behaviour

- 2.1 You are always expected to set a good example in your attitudes and dress and to present a high standard of personal integrity and conduct. Unacceptable behaviour includes verbal abuse, bullying, harassment, discrimination or victimisation, criminal activities, or misuse of substances. Such behaviour may result in disciplinary action, including dismissal.
- 2.2 You should not use or permit the use of your position, title or authority to give improper advantage to, or advance the interests of, yourself, other organisations, persons or groups.
- 2.3 You are expected to review and follow all staff policies, and in relation to personal behaviour, staff are directed to review the Staff Conflicts of Interest and Intimate Personal Relationships policy.
- 2.4 You should endeavour to work considerately and respectfully with all those you come into contact with at Bristol SU and to respect diversity and boundaries and act with consideration at all times.

3. Loyalty and Confidentiality

- 3.1 As detailed in your contract of employment, you are bound by a confidentiality agreement, and this will remain in force throughout your employment and for any stated periods after your employment has ended.
- 3.2 You are expected to protect the confidentiality of information obtained during your employment held both in manual and electronic filing systems, in line with the Data Protection Act 2018. You must not disclose any information unless authorised by your Head of Service, required by law or undertaken with the consent of the appropriate third party.

4. Personal Property

- 4.1 Your personal property is your own responsibility whilst at work and we can take no responsibility for any loss or damage. Private cars parked in the University car park are the owner's responsibility in line with University of Bristol policy. We cannot take any responsibility for loss or damage to your property however it is caused. You are strongly recommended to lock away your personal possessions and consider taking out insurance, particularly on items of special value, against loss or damage.

5. Dealing with the Media

- 5.1 If you are asked by the media (including student media such as Epigram or The Tab) for a statement on any issue related to Bristol SU or the University of Bristol, you should decline to give it and instead direct requests to the Marketing Team so they can provide an appropriate spokesperson.

6. Political Involvement

- 6.1 As a membership organisation staff are not members unless studying at the University of Bristol. Employees must not attempt to influence the democratic processes of Bristol SU. The list below provides examples of this but is not exhaustive. Employees must:

- a. Not become actively involved or attempt to influence Bristol SU elections or referenda.
 - b. Not take part in discussion outside of Bristol SU which could be construed as critical of Bristol SU officers and/ or their policies.
 - c. Not attempt to influence the political views of others in the workplace, outside of trade union activity.
- 6.2 Employees who are members are able to participate in the democratic running of Bristol SU, but they must not raise issues relating to their employment.

7. Role of Elected Officers

- 7.1 The elected officers of Bristol SU (full time officers, part time officers - Faculty Representatives and Student Community Organisers) will not directly manage the work of individual employees. In the event of an elected officer wishing to change the priorities of an employee, they will seek approval from the employee's line manager in the first instance. In the event that an elected officer has a complaint against or comment on the behaviour of an employee they will report it to the Chief Executive.
- 7.2 Elected officers share a collective and individual responsibility to ensure that there will not be discussion at meetings which could be construed as critical of Bristol SU employees and/ or the organisation's working practices or policies.
- 7.3 If you have a complaint against or comment on the behaviour of an elected officer, you should report it to your line manager who will seek advice from their Director and/or the People Team as necessarily. If this cannot be resolved informally then the Conduct (Disciplinary) Procedure may be invoked.

This policy does not form part of any employee's contract of employment and it may be amended at any time. You will be notified of any changes to this policy by the relevant staff member and the most up to date version will always be on the intranet.