

**University Technical College Warrington (UTCW)**

**Staff Code of Conduct Policy 2024/25**

|  |  |
| --- | --- |
| **Document Detail** | |
| **Reference Number** | UTCW015 |
| **Category** | HR |
| **Authorised by** | Trust Board |
| **Author** | Business Director |
| **Version** | 4 |
| **Status** | Approved |
| **Issue Date** | June 2017 |
| **Reviewed** | June 2023  June 2024 |
| **Next Review Date** | August 2025 |

|  |  |  |
| --- | --- | --- |
|  | Contents |  |

1 POLICY statement 1

2 WHO IS responsible for the Code of Conduct? 1

3 Rules of conduct 2

4 Misconduct 3

5 Gross misconduct 4

POLICY statement

* 1. This Code of Conduct should be read in conjunction with the University Technical College Warrington (“UTCW”) Disciplinary Policy. The aim of the Code of Conduct and Disciplinary Policy is to set out the standards of conduct expected of all employees and to provide a framework within which UTCW can work with employees to maintain those standards and encourage improvement where necessary.
  2. It is UTCW’s policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Policy.
  3. If an employee is in any doubt as to his/her responsibilities or the standards of conduct expected he/she should speak to the Principal.
  4. This Code of Conduct does not form part of any employee's contract of employment and it may be amended by the UTCW at any time.

who is covered by the policy?

* 1. This policy covers all employees at all levels and grades, including senior managers, officers, employees, trainees, part-time and fixed-term employees (collectively referred to as employees in this policy). It does not apply to agency staff and self-employed contractors.
  2. Whilst this policy does not directly apply to agency staff, self-employed contractors or volunteers, the expectations of good conduct detailed herein are equally applicable to such categories of workers and appropriate action may be taken where such workers fail to meet the reasonable expectation of UTCW in this respect.

WHO IS responsible for the Code of Conduct?

* 1. The Trust Board has overall responsibility for the effective operation of this Code of Conduct and for ensuring compliance with the relevant statutory framework. The Trust has delegated day-to-day responsibility for operating the Code of Conduct and ensuring its maintenance and review to the Principal.
  2. The Senior Leadership Team has a specific responsibility to ensure the fair application of this Code of Conduct and all members of staff are responsible for supporting colleagues and ensuring its success.

Rules of conduct

* 1. While working for UTCW an employee should at all times maintain professional and responsible standards of conduct. In particular an employee should:
     1. act at all times in good faith and in the best interests of UTCW its students, parents and employees;
     2. behave professionally, with dignity, accountability, tolerance and respect for UTCW, set a good example to others and exercise confidentiality;
     3. observe the published standards for teachers (or any other relevant professional or occupational standards for employees who are not teachers)
     4. comply with all reasonable instructions provided by UTCW the Principal and/or the Senior Leadership Team;
     5. work together to create a culture at UTCW that is based on mutual trust and appropriate respect;
     6. desist from bringing any material onto UTCW property that is not appropriate and/or in breach of any UTCW policy;
     7. only exercise physical restraint as a last resort;
     8. where possible speak with a child with the door open or with another adult present;
     9. treat other UTCW personnel with respect;
     10. treat resources responsibly and if possible reduce, re-use and recycle resources;
     11. be aware of UTCW’s guidelines on handling money;
     12. create and maintain a good and open relationship with parents;
     13. be trained in Safeguarding and Child Protection procedures;
     14. create a positive classroom environment where all children are cared for, respected and valued;
     15. ensure that all activities, including curriculum provision, all forms of school supervision, interaction and out of school provision, conform to the values and ethos of UTCW, promote tolerance, uphold British values and reject all forms of discrimination and extremism;
     16. promote fundamental British values including democracy, the rule of law, mutual respect and tolerance of different faiths and beliefs;
     17. take care of his/her physical and mental well-being by maintaining a healthy work-life balance;
     18. observe the terms and conditions of his/her contract;
     19. observe all of the UTCW’s policies, procedures and regulations which are notified to him/her from time to time by means of notice boards, e-mail, the intranet or otherwise; and
     20. take reasonable care in respect of the health and safety of students, parents, colleagues and third parties and comply with UTCW’s Health and Safety Policy.
  2. Failure to maintain satisfactory standards of conduct may result in action being taken under UTCW’s Disciplinary Policy.

Misconduct

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under UTCW’s Disciplinary Policy:

* 1. minor breaches of UTCW’s policies including but not limited to the Sickness Absence Policy, Acceptable Use of ICT/E-Safety Policy, Social Media Policy, Equality Policy, Behaviour Management Policy and Health and Safety Policy, Time Off For Dependants Policy; Parental Leave Policy;
  2. minor breaches of contract;
  3. damage to, or unauthorised use of, UTCW property;
  4. poor timekeeping;
  5. time wasting;
  6. failure to follow instructions or any other insubordination;
  7. excessive use of UTCW’s telephones for personal calls;
  8. excessive personal e-mail or internet usage;
  9. minor bad language or other minor offensive behaviour;
  10. minor negligence in the performance of duties or responsibilities;
  11. smoking in no-smoking areas;
  12. being an accessory to a disciplinary offence committed by another employee;
  13. neglect of health (if an employee fails to carry out any instruction from a medical officer appointed by UTCW or if by his/her conduct while absent from work on account of illness, he/she hinders his/her return to work); or
  14. failure to disclose that he/she is subject to criminal proceedings, or are charged with a criminal offence that is relevant to the nature of his/her employment.

This list is intended as a guide and is not exhaustive.

Gross misconduct

* 1. Gross misconduct is a serious breach of contract and includes misconduct which, in UTCW’s opinion, is likely to prejudice UTCW or its reputation or irreparably damage the working relationship and trust between employee and employer. Gross misconduct will be dealt with under UTCW’s Disciplinary Policy and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).
  2. The following are examples of matters that are normally regarded as gross misconduct:
     1. theft, or unauthorised removal of UTCW property or the property of any other person or the incitement to steal;
     2. fraud, forgery or other dishonesty, including fabrication of expense claims and/or time sheets;
     3. gross failure to follow reasonable and lawful instructions;
     4. unauthorised Absence;
     5. gross insubordination;
     6. deliberate mutilation or destruction of official documents;
     7. the initiation or participation in any inappropriate verbal or physical conduct with a child;
     8. actual or threatened violence, or behaviour which provokes violence;
     9. any behaviour which can be considered as supporting fundamentalism, extremism or otherwise as being anti- British vales;
     10. deliberate damage to UTCW buildings, fittings, property or equipment, or the property of any other person;
     11. serious misuse of UTCW property;
     12. deliberately accessing internet sites, social media, forums or groups containing pornographic, offensive, obscene, defamatory, extremist, incitements to violence, sexist racist, homographic, harassing or libellous material;
     13. serious or persistent insubordination and/or the refusal to follow management instructions;
     14. bringing UTCW into serious disrepute;
     15. being under the influence of alcohol, illegal drugs or other substances during working hours;
     16. causing loss, damage or injury through serious negligence;
     17. serious breach of health and safety rules;
     18. unauthorised use or disclosure of confidential information (other than in accordance with the Whistleblowing procedure) or failure to ensure that confidential information in his/her possession is kept secure;
     19. acceptance of bribes or other secret payments;
     20. using or attempting to use his/her official position for his/her own or another person’s private advantage;
     21. committing a criminal offence that in the opinion of the UTCW may affect its reputation or its relationships with its employees, parents, students or the public, or otherwise affects his/her suitability to continue to work for UTCW;
     22. possession, use, supply or attempted supply of illegal drugs;
     23. serious neglect of duties, or a serious or deliberate breach of his/her contract or operating procedures;
     24. knowing breach of statutory rules affecting his/her work;
     25. unauthorised use, processing or disclosure of personal data contrary to UTCW’s Data Protection Policy;
     26. harassment of, or unlawful discrimination against, employees, contractors, parents, students or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age contrary to UTCW’s Equal Opportunities Policy or UTCW’s Anti-harassment and Bullying Policy;
     27. giving false information as to qualifications or entitlement to work (including immigration status);
     28. making a disclosure of false or misleading information under UTCW’s Whistleblowing Policy maliciously, or for personal gain/advantage, or otherwise in bad faith;
     29. making false or misleading allegations in bad faith against a colleague;
     30. victimising or harassing a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing Policy, Anti-harassment and Bullying Policy, Grievance Policy, Disciplinary Policy or otherwise;
     31. serious misuse of UTCW’s information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet) contrary to UTCW’s Electronic Information and Communications Systems Policy;
     32. serious misuse of social media contrary to the UTCW’s Social Media Policy; or
     33. undertaking unauthorised paid or unpaid employment during his/her working hours.

This list is intended as a guide and is not exhaustive.

|  |  |
| --- | --- |
| **NAME** |  |
| **JOB TITLE** |  |
| I confirm I have received a copy of the UTC Warrington Code of Conduct and that I have read and understood the contents.  I am aware that this Code of Conduct is supplemented by detailed policies and procedures that are available on the staff drive.  I confirm that if I need clarification on any matter outlined in the Code of Conduct, I will approach my line manager in the first instance.    Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Please return the completed form to the HR Office | |
|  | |