

## RULES OF CONDUCT FOR MEMBERS OF STAFF

### Introduction

These Rules apply to all members of staff. They form appendix 2 to Ordinance 28 which sets out the conduct procedure applicable to all members of staff and can be found at:

<http://www.bris.ac.uk/hr/policies/ordinance28.html>. These rules are intended to promote a productive, harmonised and safe working environment and set out behaviour which may amount to misconduct and could result in action being taken under the Conduct Procedure.

### General Requirements

Members of staff are expected to:

- a) Comply with their contract and terms and conditions of employment;
- b) Fulfill the duties of their post as reasonably required by their Appropriate Manager;
- c) Observe relevant University rules, regulations, codes of practice and policy statements;
- d) Comply with health and safety and data protection requirements.

### Misconduct

The following list gives examples of behaviour which may constitute misconduct. This list is not intended to be exhaustive:

- a) Conduct which constitutes a criminal offence, of a kind that is judged in all the circumstances to be relevant to the member of staff's employment by the University, whether committed on University premises or elsewhere;
- b) Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language at work;
- c) Sexual, racial, or any other form of harassment, including bullying of any student or member of staff of the University, or any visitor to the University, or any other failure to respect the University's Equal Opportunities and Dignity at Work Policies;
- d) Incapacity at work through the use of alcohol or drugs;
- e) Fraud, deceit, deliberate falsification of records, deception or dishonesty in relation to the University or its staff, students or visitors;
- f) Theft, misappropriation or misuse of University property, or the property of the University's staff, students or visitors, including intellectual property;
- g) Fraud or plagiarism in connection with academic research or failure to comply with the University's Research Misconduct Policy;
- h) Computer misuse, contrary to the University's regulations;
- i) Misuse or unauthorised use of University premises, equipment or facilities;
- j) Damage to University property, or the property of the University's staff, students or visitors, caused intentionally or recklessly;
- k) Action likely to cause injury or impair safety on University premises, or infringement of University Health and Safety policy;
- l) Negligence which causes or might cause unacceptable loss, damage or injury;
- m) Improper bias in relation to students, whether relating to admission or assessment;
- n) Wilful or negligent failure to respect confidentiality of information and/or breach of the University's policy on Data Protection;
- o) Failure to respect the rights of any student or member of staff of the University, or any visitor to the University, to freedom of belief and freedom of speech;

- p) Breach of the provisions of any University code, policy, rule or regulation;
- q) Misuse of the University's name, or bringing the University into serious disrepute;
- r) Undertaking paid work detrimental to or in conflict with the University's interests without the University's permission;
- s) Unauthorised absence;
- t) Poor timekeeping;
- u) Failure to comply with a reasonable request or instruction from an appropriate person.

### **Gross Misconduct**

A member of staff who is found to have been guilty of misconduct shall normally in the first instance be given a warning. However gross misconduct, of such seriousness as to give good grounds for immediate dismissal, may lead to summary dismissal without warning. When determining whether an issue should be dealt with as misconduct or gross misconduct, the actual or potential consequences of the conduct shall be considered. Examples of behaviour which may constitute gross misconduct include assault or physical violence, theft, fraud, research misconduct and serious breaches of regulations relating to health and safety or data protection.