

CODE OF CONDUCT FOR EMPLOYEE BEHAVIOUR

Version	1.0
Effective date	February 2019
Date for review	February 2020
Policy owner	Managing Director
Reference Points	Equality and Diversity Policy, Equal Opportunities Statement, Bullying and Harassment Policy, Safeguarding Policy, The Prevent Duty
Audience/Handling notes	Public
Implementation and dissemination plan	This Code of Conduct for Employee Behaviour will be disseminated to all staff electronically. The Education Administrator will be responsible for the dissemination of the Code of Conduct to academic staff. This Code of Conduct will be reviewed on an annual basis by the Managing Director and will be considered as part of the annual review of all NHAM policies.

Introduction

Each employee of the Notting Hill Academy of Music (NHAM) is issued with either a 'Contract of Employment' or a statement of 'Terms and Conditions', which governs the key elements of the working relationship. This Code of Conduct supplements and sits alongside those contractual documents and sets out, in more detail, the standards of behaviour that are expected. It is also underpinned by several other policies and procedures, many of which are referred to in this document including:

- Safeguarding Policy
- Student Complaints and Grievances Policy
- Bullying and Harassment Policy

However, it is not intended as an exhaustive statement of rules and regulations; rather it describes a basic framework within which staff are required to work.

A key requirement of all staff is to endeavour, at all times, to act in the best interests of the NHAM and to strive to support it in achieving its strategic objectives.

The University's Core Values include a number of statements relating to staff, and this Code of Conduct will help to support the achievement of these:

- As an organisation we care for each other and value diversity, fairness, and equality of opportunity
- We trust our staff to make decisions using their professional judgement and to contribute positively to the development of NHAM

- We value our staff and seek to develop their knowledge, skills and capabilities for their own professional fulfilment and NHAM's benefit

Equal Opportunities

Equality, freedom and treating all persons with dignity and respect are fundamental human rights. As such, the University is committed to making these central in all its work.

A diverse student body and workforce benefit NHAM's role as a provider of high quality education and employment in a modern and ever-changing society. The NHAM is firmly committed to the promotion of equality and will not unlawfully discriminate, or tolerate discrimination (direct or indirect, harassment or victimisation) on grounds of age, disability, ethnicity (including race, colour and nationality) gender, gender identity, marriage or civil partnership, pregnancy or maternity, religion or belief and sexual orientation. This includes discrimination by association or due to perception.

Actions to promote equality are detailed in the Equality and Diversity Policy which can be found online in the student and staff areas. Progress and successes are monitored by the Education Administrator and are published annually.

The NHAM is committed to the promotion of equality and diversity in the application of its policies and procedures, including this one.

Standards

As an organisation the NHAM ascribes to the principles of the Government Committee on Standards in Public Life (the Nolan Committee), namely;

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

In accordance with these principles, employees are expected to use their best endeavours to work in a collaborative and co-operative manner to create productive and supportive working relationships, in which the rights and dignity of all are respected.

Behaviour

All employees are expected to maintain professional standards of conduct, both while at work and also in their day-to-day dealings with the wider community, especially when representing the NHAM in external activities. Many members of staff are members of professional bodies and are also expected to uphold the values of their own profession and adhere to the appropriate codes of conduct of their professional body. ALL staff should seek to ensure that their behaviour does not bring the NHAM into disrepute or adversely affect the dignity of its staff or students or damage the reputation of the NHAM or otherwise give rise to criticism of the NHAM.

Staff should be aware that any failure to adhere to required standards of behaviour may lead to the NHAM's Disciplinary Procedure being invoked. (A copy of the Disciplinary Procedure can be found online in the staff area. Staff are also required to disclose details of any conviction that may adversely affect their ability to perform their duties or that may adversely affect their relationships with students or colleagues.

Relationships

The NHAM has special responsibility, in law, to safeguard children (i.e. those under the age of 18, which may include students, schoolchildren attending open days or summer schools etc) and adults (young or otherwise) who may be considered (by virtue of age, immaturity, disability etc) to be vulnerable. Staff who have regular contact with people in these groups should ensure they comply with the requirements of the NHAM Safeguarding Policy and also have undertaken a satisfactory DBS check.

Personal relationships of an intimate or sexual nature between staff and students under-18 are not permitted, and, indeed, may constitute a criminal offence. Personal relationships between staff and students over the age of 18 are discouraged. Where such a relationship develops or seems likely to develop, the member of staff is advised to discuss the matter with their line manager. Staff may not enter into relationships with students over the age of 18 that are currently attending the NHAM. Such relationships may be viewed as an abuse of status or power and are a criminal matter.

Personal relationships between members of staff, where one of the parties is in a position to (directly or indirectly) exert any power or influence over the other are also discouraged. A member of staff must not use his or her position or status to encourage a personal relationship to develop in return for personal favours or career enhancement.

Use of NHAM Facilities and Equipment

NHAM facilities and equipment are provided essentially to facilitate legitimate NHAM business, and may only be used for personal use where appropriate authority has been given.

Personal business interests may not be pursued through the use of NHAM's facilities or equipment. Any employee wishing to use NHAM equipment for personal use should first discuss this with their line manager, arranging, if necessary, to pay for such use.

Health and Safety

The wellbeing of everyone within the NHAM is very important. Therefore the NHAM works to protect its staff and students and expects its employees to adopt a sensible but safe approach to their work.

Other Policies and Procedures

As indicated in the introduction to this Code of Conduct, there are other policies and procedures relating to specific aspects of working at the NHAM, and staff are reminded that it is a condition of employment to adhere to and comply with all such policies and procedures.