

Exeter College: Our Staff Code of Conduct

Our values are what make us, us:



Our vision: to be an exceptional college

Exeter College's commitment to you

We will:

- Value people equally regardless of age, disability, gender, pregnancy and maternity status, race, religion, or belief, marital or civil partnership status, sexual orientation, and gender identity.
- Provide you with a safe and secure environment in which to work.
- Provide well - structured roles.
- Set work targets with you that are realistic, achievable and challenging.
- Ensure that assessments and reviews of your work are clear, constructive and regular.
- Create and support opportunities for development.
- Provide access to information and appropriate forms of support, including our Employee Assistance Programme and Occupational Health, plus a range of wellbeing initiatives.
- Provide you with opportunities to give us feedback through the staff survey and other mechanisms including team meetings, the PPR process, Staff Voice, Joint Consultative Committee and when appropriate, formal consultation.
- Deal promptly and fairly with any complaints you may have.
- Provide encouragement and recognition.

Your College:

- There is a range of established policies and procedures that are in place to support you and provide clarity during your employment with the College.

Our professional conduct underpins everything we do. For further information on College Policies and procedures please visit the [College Portal](#).

Your commitment to Exeter College

We expect you to:

- Act in a professional manner, challenge inappropriate behaviour or language, and help create a culture of vigilance.
- Play an active part in our commitment to equity and diversity.
- Respect the rights of other staff and students.
- Be responsible for working safely, assessing risk, and taking appropriate actions.
- Play an active part in safeguarding and demonstrate behaviour consistent with safeguarding standards, including reporting any concerns about inappropriate or unsafe behaviour.
- Act with integrity and trustworthiness.
- Wear your staff ID badge at all times when at work and dress appropriately for the tasks and work you undertake.
- Maintain professional boundaries at all times.
- Take responsibility for your performance and development by participating in all mandatory training, review processes and development activities.
- Work co-operatively with all, seeking help when you need it and taking up the support offered to you.
- Inform the college of any private interest, financial or otherwise, including those of a close family member which may conflict with their employment at the College.
- Act with financial propriety when carrying out college business.
- Develop your skills and knowledge in your current role and be flexible in the face of future changes.
- Try to resolve any issues and problems at work constructively and promptly.
- Familiarise yourself and comply with all College policies and procedures.
- Protect the College assets, including complying with policies relating to Intellectual Property and Copyright, Health and Safety, Data Protection, Information Security, Digital Safety, Terms of Acceptable use of IT, Financial Regulations and Anti-Bribery.

We will not tolerate:

- Any form of harassment (including sexual harassment), intimidation, victimisation, bullying or discrimination.
- Any physical, emotional, or verbal threat to anyone.
- Any inappropriate language, disrespect, or abuse toward any member of staff or student.
- Consensual relationships between staff and students, irrespective of the student's age.
- Breaches of the College Health and Safety rules.
- Anyone coming onto a College site under the influence of, using, possessing, or selling illegal drugs, alcohol, legal highs, or any other harmful substance.
- Behaviour which constitutes a disruption to the work or learning of others.
- Any inappropriate use of I.T. or telephones including cyber or online bullying.
- Staff trying to make inappropriate contact, social or otherwise, with students or their families, through personal or college devices, external platforms or in person.
- Contacting students by own personal email or personal accounts on social networking platforms.
- Contacting students to establish personal relationships or make contact not directly related to academic work.
- Apprentices employed by us initiating contact, social or otherwise, through any media platform with anyone other than those in their study group or students known to them prior to joining the College.
- Any form of communications on social media networking platforms which are considered potentially detrimental to the public's perception of the College.
- Fraudulent activity.
- Smoking tobacco or vaping on a College site.
- Intentional damage to College property.