



**South Gloucestershire and Stroud College  
(and all subsidiary companies)**

**Code of conduct (staff)**

If you would like this document in an alternate format  
Please contact the Human Resources Department

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<b>Job Title/Role:</b>	Head of Human Resources
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<b>Approved by:</b>	Corporation
<b>Date:</b>	28 March 2019

## Mandatory Initial Equality and Diversity Impact Screening

Main aim and purpose of the policy:	To clarify the nature of professional behaviour expected of all employees				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified Groups?	Implementation of this policy will promote equal opportunities for identified Groups?	Implementation of this policy will promote positive attitudes and participation between Groups?	Implementation of this policy will promote good relations between Groups?	
<b>Age</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Disability</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Gender Reassignment</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Race or Ethnicity</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Religion or Belief</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Marriage</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Pregnancy/ Maternity</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Sex</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Sexual Orientation</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Carers/ Care givers</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Persons in care</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Specify any Groups for which there is evidence or reason to believe that some Groups or individuals could be affected differently:					
None					
How much evidence is there:	None	A little	Some	A lot	
<b>Is there any concern that the policy may operate in a discriminatory way?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b><i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i></b>					
<b>Completed by:</b> Moira Foster-Fitzgerald <b>Position:</b> Chief Group Services Officer <b>Date:</b> April 2016					

## SGS Group code of conduct (staff)

### 1. Introduction

- 1.1. This code of conduct applies to all employees of SGS College and all subsidiary companies and the senior leadership team of the SGS Group. Throughout this document, the employer will be referred to as 'the SGS Group' or 'the Group'.
- 1.2. Throughout their employment with the SGS Group, staff are expected to act in the best interests of the Group, and SGS College's learners, at all times. The purpose of this code of conduct is to clarify the nature of professional behaviour expected of all employees in support of the Group's mission and values:

**Our Mission:** We positively change people's lives and add value to the social and economic wellbeing of our communities. We do this by providing high quality, innovative, accessible education and training in a friendly culture of mutual respect and support.

**Our Values:** To act with honesty, respect, responsibility and care.

- 1.3. This Code of Conduct applies to volunteers and those on work placements in addition to employees of the Group and the same expectations and obligations apply to all wherever the term 'employee' is used in this document. It is the responsibility of everyone to familiarise themselves with, and follow all of the Group's rules, policies and procedures.
- 1.4. The standards outlined in this document are representative of the standards of performance and behaviour that are expected of employees and are not intended as an exhaustive list. Specific expectations and obligations in relation to many of the topic areas that follow are covered in Group contracts of employment.
- 1.5. Failure to comply with the standards of performance and behaviour outlined in this document may result in disciplinary action in accordance with the Group's disciplinary policy and procedure. Such disciplinary action may result in dismissal depending on the circumstances.
- 1.6. If an employee is ever unsure about what action is appropriate to a particular situation, they should seek advice from their line manager.

### 2. Related Policies and Guidance

- 2.1. Related Group policies, procedures and guidance can be found on SharePoint and include:
  - Abuse of Trust
  - Absence Management
  - Acceptable Facilities Usage Guidance
  - Anti-Bribery and Anti-Fraud
  - Bullying and Harassment

- Data Protection
- Declaration of Interests
- Disciplinary
- External Speakers Guidelines
- Health and Safety
- IT Acceptable Use Policies (various)
- Prevent Duty
- Professional Boundaries
- Social Networking

### **3. Alcohol and Substance Abuse**

- 3.1. Employees must not attend work under the influence of any substance, including alcohol, illegal drugs or solvents. Employees who have been prescribed medication by a healthcare professional must inform their line manager immediately if the medication has, or could have, an adverse effect on the employee's ability to carry out their duties.

### **4. Attendance and Timekeeping**

- 4.1. Employees' attendance at work is expected to be punctual. Instances of lateness should be explained by the employee to their line manager who will monitor the situation and take action as appropriate.
- 4.2. Employees' who are unable to attend work due to illness or injury must contact the HR department themselves, via the absence line, on the first day of absence no later than within 30 minutes of the start of their working day.
- 4.3. The Group's absence management policy and procedure outlines the procedures that should be followed during any period of absence. It also provides details of how the Group will address and manage all issues related to employee absence.

### **5. Bribery, Fraud and Financial Regulations**

- 5.1. In accordance with its anti-bribery policy, the Group prohibits the offering, giving, solicitation or acceptance of any bribe, whether cash or any other inducement. Individuals should discuss with their line manager if at any time they are in doubt as to whether an act may constitute bribery.
- 5.2. Employees must not accept any gifts, fees or inducements for any service connected with their employment, with the exception of minor gifts, inexpensive marketing materials and cards. Individuals should act in accordance with the Group's financial regulations if they are offered any substantial gifts or if they require further clarification.
- 5.3. All employees have an individual responsibility to act in accordance with the Group's financial regulations when dealing with the invoicing and procurement of goods and services on behalf of the Group.

## **6. Bullying and Harassment, Discrimination and Prejudice**

- 6.1. Every member of the SGS Group community has the right to be treated with consideration, respect and dignity, and the Group is committed to creating and maintaining a working environment free from discrimination, harassment, bullying, intimidation and victimisation.
- 6.2. Discrimination, extremism and prejudice will not be tolerated by the Group and all staff should be aware of their and the Group's obligations under the Prevent Duty with regard to ensuring Learners are not at risk of radicalisation. Staff have a statutory duty to 'actively promote' the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- 6.3. Staff also have the responsibility to manage any external speakers they may invite in, to ensure no extremist opinions are promoted. The Prevent duty defines extremism as "vocal or active opposition to fundamental British values [see 6.2]. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas."
- 6.4. Any instance of bullying or harassment at work, or outside work if it has a bearing on the working relationship, is unacceptable and will not be tolerated. Incidents will be dealt with according to the Group's bullying and harassment policy.

## **7. Confidentiality**

- 7.1. All staff have a personal responsibility to protect and maintain the confidentiality of both SGS Group and learner information. The disclosure of confidential information is prohibited, except as authorised or required by the law or in accordance with an employee's duties under their contract of employment or when making a protected disclosure under the Public Interest Disclosure Act.
- 7.2. If employees are unsure as to whether they should disclose information which they consider to be confidential, for example in a safeguarding context, they should seek guidance from their line manager.
- 7.3. Any confidential data taken off-site must be securely stored.
- 7.4. Further information may be found in the SGS Group's data protection policy and the SGS Group's Safeguarding Policy.

## **8. Declaration of Interests**

- 8.1. In order to uphold fairness and consistency, and to comply with SGS Group regulations, employees must disclose any interests or relationship that they have with any person, company or other organisation involved with the Group, or its business or activities, which may give rise to conflict or compromise.
- 8.2. Further information may be found in the Group's Declaration of Interests Policy & Procedure.

## **9. Disclosure and Baring Service (DBS)**

- 9.1. For all roles it is a requirement to obtain an enhanced disclosure certificate from the DBS before commencing work with the Group. For regulated activity an DBS with barred checks will be undertaken.
- 9.2. Employees must inform the Group (via the Head of Human Resources) of any incidents or actions that may or do result in a caution or conviction being lodged against them after the certificate has been provided.
- 9.3. Failure to provide this information to the Group within one week of the incident or action without providing a reason acceptable to the Group may result in the termination of your employment with the Group.

## **10. Dress and Appearance**

- 10.1. Employees should wear clothes and footwear that are professional and appropriate for their role, including an SGS Group lanyard and identification card. This is particularly important when teaching and in roles that are customer-facing, or for Duty Managers.
- 10.2. For some roles it is necessary to wear items of protective clothing in the interests of health and safety. Such items should be worn at all times as required.
- 10.3. During SGS Group holidays or periods of hot weather, staff may wear more relaxed clothing but:
  - nothing that can be considered to be beachwear (including flip-flops)
  - shorts should be tailored rather than sports shorts (unless in a sports function and wearing SGS College kit)
  - short-sleeved shirts and smart T-shirts are acceptable
  - if jeans are worn they should be clean and smart (without holes)
  - slogan T-shirts should not be worn.
- 10.4. If unsure about the suitability of their clothing for their role an employee should seek advice from their line manager.

## **11. Educational Study Visits or Residential Visits**

- 11.1. Staff should at all times be aware of how their actions could be perceived by others, including learners. In particular, when visiting other countries, they should take steps to understand the culture as preparation for the trip, so that they do not accidentally cause offence or break a law. What is acceptable behaviour in the UK may not be acceptable in other countries.
- 11.2. Potential breaches of the Code of Conduct on Study or Residential Visits:
  - Being under the influence of alcohol or recreational drugs
  - Possession of drugs
  - Possession of alcohol if under 18 years of age

- Behaving in a disruptive, aggressive, abusive, intimidating or anti-social way
- Threatening or violent behaviour to another person
- Breach of guidelines given for specific venues or events, which may include not drinking if over 18
- Any sexual or intimate relationship
- Any act or omission that risks, or potentially risks, the safety of learners
- Any act or omission that leaves the employee in a position of responsibility unable to deal with an emergency (e.g. if intoxicated)
- Behaviour inconsistent with the Group's values
- Behaviour inconsistent with the Group's legal duties in relation to Equality and Diversity

## **12. Health and Safety**

- 12.1. The Group is committed to promoting and implementing all relevant health and safety legislation and employees must ensure that the highest priority is given to safe methods of work at all times.
- 12.2. Employees must not behave in a way which could endanger their own health and safety or the health and safety of others.

## **13. Personal Relationships**

- 13.1. The Group does not normally consider it appropriate, particularly in a supervisory or line manager capacity, for family members or those with close personal relationships to work together.
- 13.2. However, where relationships exist or develop, these should be brought to the attention of the employees' line manager(s) and the Head of HR.

## **14. Relationships with Learners**

- 14.1. Under the Sexual Offences (Amendment) Act 2003, if a professional in a 'position of trust' has sexual relations with any of their charges under 18 they could face a prison sentence and risk being placed on the sex offenders' register. Refer to the [Abuse of Trust Policy and Procedure](#) for further detail.
- 14.2. The [Guidelines on Maintaining Professional Boundaries](#) provides advice and guidance on appropriate working relationships with learners. Those guidelines apply to interactions with learners at all times, regardless of location.

## **15. Social Networking**

- 15.1. Employees are expected to apply good judgement in their use of social networking and internet forums. They must ensure that nothing they post, or enable access to, can cause a detriment to the Group, its learners or staff. Refer to the Group's [IT Acceptable Use Policy - Social Networking \(Staff\)](#) for more detail.

## **16. Use of Group Email and IT Systems**

- 16.1. The use of the Group's email and IT systems is subject to various controls and restrictions designed to protect the security of data and the Group's reputation. Refer to the IT 'acceptable use' policies for more detail.