



## **EMPLOYEE CODE OF CONDUCT**

### **Policy Statement**

This Code of Conduct applies to all employees of the Eastern Multi-Academy Trust as well as any contractors, affiliates or agency workers and its purpose is to clarify the standards of professional conduct that are expected of them. As a publicly funded body, the public is entitled to demand that an employee, contractor, affiliate or agency worker of the Trust conducts themselves to the highest standard. In determining the principles underlying this code of conduct, the Trust is guided by the seven standards of public life laid down as expectations of those working in the public sector. These are:

#### **Selflessness**

Employees should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

#### **Integrity**

Employees should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, employees should make choices on merit.

#### **Accountability**

Employees are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Employees should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

Employees have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Employees should promote and support these principles by leadership and example.

The code also aims to help staff establish the safest possible learning and working environments in order to safeguard young people and vulnerable adults and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

It is the responsibility of all employees, contractors, affiliates or agency workers to familiarise themselves with the Code and if they are not sure how to comply with it, to contact their line manager.



## **Professional Conduct**

- Staff are expected to show loyalty to the Trust and act in good faith in its interests at all times. This includes activities inside and outside the Trust, on or off the Trust's premises.
- Staff must act honestly and diligently, pursuing the best interests of the Trust and its learners. This means setting high standards, delivering everything promised, on time and to the highest possible standard.
- Staff must comply with the policies and procedures and rules in place in the Trust and all reasonable instructions given by managers.
- Staff should be ready for work at their allotted start time and work through until their allotted end time except for their agreed break times. Teaching staff are expected to be onsite throughout their working hours and in the classroom and ready to teach at the beginning of each lesson.
- Staff should report to their Line Manager, the Principal or the Central Trust Director of Finance and Operations any illegal or dishonest practice wherever it occurs especially when it directly affects the quality of teaching and learning the Trust provides. This includes breaches of policies such as Health and Safety, IT or Single Equality.
- The making or accepting of bribes or any other inducements, financial or non-financial, in respect of any transactions carried out on behalf of the Trust by any staff is forbidden and will be a disciplinary offence.
- Staff must politely decline gifts, hospitality or benefits of any kind from a third party which might be seen to compromise that person's judgement or integrity. The only exception to this is low value gifts from individuals where refusal would cause offence or from suppliers where the same gifts are provided to other institutions. Any gift, favour or hospitality worth more than £30 must be registered in the Gifts and Hospitality Register held at each Academy or with the central Trust for Academy Trust employees.
- Staff should be aware that even off duty they remain an employee of the Trust and have a duty not to put the Trust into a situation which brings it into disrepute (e.g. discredit) in any way. Failure to observe this can mean that even if the event occurred in staff member's own time, and outside Trust, they might still be held to account through the Trust's disciplinary procedure.
- Staff in public areas, lessons and meetings will always observe high standards of professional language and conduct.
- Staff who are members of professional bodies are expected to comply with the requirements of those.

## **Conflicts of Interest**

- Staff on salaried i.e. not hourly paid contracts must not take up employment or have other business interests that might conflict with the primary duty they owe to the Trust. Any staff who wish to have other employment must first seek permission of the Principal or Chief Executive if employed in the central Trust, so that any potential conflict can be identified and dealt with.
- Staff have the freedom to express their opinions, but must not breach the statutory rights of others in doing so.
- Staff should not undertake any political activity or raise political or personal views at work that could be interpreted as damaging the reputation of the Trust. This excludes Trade Union activities.
- Staff should not make statements on behalf of the Trust to the press or media or at any public meeting without agreeing this in advance with the Principal, Chief Executive or nominated senior manager.



## **Dress and Appearance**

- Staff are expected to dress appropriately and present a professional image at all times.
- Dress should be appropriate to the setting bearing in mind the presence of young people and the role staff are undertaking. Where clothing (protective or otherwise) is provided by the Academy it should be worn.
- Care should be taken to follow health and safety rules and not present a hazard in relation to clothing and items such as jewellery.
- Staff are expected to be role models for students at all times including in their appearance and dress.

## **Student Relationships**

- Staff should conduct themselves at all times in a way which acknowledges their professional and ethical responsibilities to protect the interests of students. Staff must not encourage or start a personal relationship of any nature with students (e.g. babysitting services). This includes during the Trust working day, outside of Trust time and through Social Networking sites.
- Under the Sexual Offences (Amendment) Act 2000, it is an offence for a professional in a position of trust to have a sexual relationship with a learner or colleague under 18 even if the relationship is consensual.
- Staff should not behave in a manner which would lead any reasonable person to question their suitability to work with young people or vulnerable adults or act as a role model. This includes making sexual remarks to a student (including email, text messages, phone or letter), discussing their own sexual relationships with, or in the presence of students and discussing a student's sexual relationships in inappropriate settings or contexts.
- Staff should not socialise outside of working time with students and under no circumstances should staff invite students to their home or private setting, nor should they arrange to meet socially, either individually or in small groups. Staff must always consider the external interpretation of their actions.
- Staff must not provide students with their personal details which include personal mobile phone numbers, home addresses or private social networking sites. Social networking sites or blogs can be categorised as public or private but it is not unusual for content on private sites to be made public so staff should be aware that content which may be considered as bringing the Trust into disrepute may lead to disciplinary action.

## **Employee Relationships**

- Staff must exercise care to ensure that integrity is operated at all times in their dealings with other employees, contractors or learners who are related to them either by birth, marriage or circumstance. The Trust will 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. However, where these relationships exist or develop they should be drawn to the attention of the employees' line managers.
- Staff have a duty not to undertake any action which might be interpreted as harassment or bullying of any staff member, learner or client organisation of the Trust. The Trust will not tolerate bullying or harassment of any form by any member of staff, contractor, affiliate or agency worker.



## **Trust Property/Information**

- Staff must not use Trust property for personal work or take equipment off site without permission from their line manager or the head of the department who “owns” the equipment.
- Staff, in the course of their work have access to confidential information about learners and colleagues. It is vital that this information is maintained in secure storage and only disclosed to those that have the right to know. It is also important that staff keep confidentiality by not disclosing any facts, however disguised, to colleagues and friends inside or outside the Trust.
- Staff must exercise appropriate care of any Trust equipment and ensure that it is protected against theft, damage or misuse.
- The Trust has the right to specify how equipment they have provided can be used. The individual must check with the employer to ensure that they are clear as to how the equipment can be used. Under no circumstances can be equipment be used by, or lent to, anyone who is not a Trust employee and who does not have permission to use the equipment. An example is that the equipment should not be used to store music on unless that music is for teaching purposes.
- Downloading offensive, obscene or indecent material from the Internet is prohibited. The Trust will take disciplinary action as a result of employees viewing for example pornographic images, images which reinforce inappropriate stereotypes or jokes which would cause distress to groups covered by the Single Equality Policy. Staff are reminded that the downloading or transmission of certain images such as indecent images of children is a criminal offence and that the police will be informed where there is evidence of such activity.

## **Teacher Standards/Professional Responsibilities**

- All Teachers, including those in their statutory induction year, must comply with the standards set out in the Teachers’ Standards document June 2011 and all subsequent versions published by the NCTL.
- All teaching and leadership post holders must abide by the professional responsibilities and expectations set out in the School Teachers Pay and Conditions Document 2014 and all subsequent versions.

### **Linked Policies and Procedures**

In general all policies and procedures relate to the code of conduct as do the clauses in the Contract of Employment. Staff are, however, reminded in particularly of the following:

- Capability
- Disciplinary
- Grievance
- Dignity at Work
- Social Media
- ICT Policy
- Sickness Absence
- Financial Regulations
- Data Protection
- Equality and Diversity
- Health and Safety
- Whistleblowing
- Confidentiality
- Child Protection/Safeguarding

Any breach of the code of conduct may lead to action under the disciplinary procedure.



Please detach and return to the HR Department

**EMPLOYEE CODE OF CONDUCT**

Name: .....

I confirm that I have read and understood the content of the Employee Code of Conduct

Signed: ..... Date: .....