

# **Green Templeton College University of Oxford**

## **Standards Policy**

### **Introduction**

The public are entitled to expect the highest standards of conduct from all our employees, especially as Green Templeton College receives some of its income from public funds, students, and others with whom we work. In addition, it is important for the college's reputation that staff project a professional image at all times.

### **Aims**

This Policy aims to provide guidelines for all employees which will help maintain and improve standards, and protect all employees from misunderstanding or criticism. It covers all those employed under a contract of employment. Failure to maintain required standards will be dealt with under normal disciplinary procedures.

### **General conduct**

Staff are expected to carry out their duties in accordance with Green Templeton College policies and procedures. Employees are expected to bring to the attention of the appropriate level of management any deficiency in the agreed level of service without fear of recrimination using agreed procedures. Any impropriety or breach of procedure must be reported.

### **Staff Concerns**

If staff believe that they are being required to act in a way which:

- Is improper, illegal or unethical
- Is in breach of a professional code
- May involve possible maladministration, fraud or misuse of funds
- Is otherwise inconsistent with this Policy

They should raise the matter through their line manager or the HR Manager who will treat the matter in confidence in accordance with the Whistle Blowing Procedure

### **Financial Conduct**

Any funds and resources entrusted to members of staff must be used for the purpose intended and in a responsible and lawful manner. Employees should seek to safeguard such funds from theft, abuse or waste and strive to ensure value for money.

Staff should be aware that it is a serious criminal and disciplinary offence to corruptly give or receive any loan, gift or other reward in return for doing (or not doing) anything, or showing favour (or disfavour) to any person or organisation.

Staff may not receive any payment, loan or benefit from their employer except what is due under their contract of employment or as reimbursement for legitimate expenses.

If any member of staff is in any doubt, or has concerns about a situation which may put them in breach of this policy, they should seek advice from their line manager or the HR Manager.

### **Relationships**

All staff need to achieve and maintain effective working relationships with colleagues, students, fellows and external contacts. Mutual respect between these groups of people is essential.

In the provision of resources or services, staff should maintain absolute impartiality and avoid any conflict of interest. Staff should never allow themselves to be compromised by, or taken advantage of, because of personal relationships with any group or individual.

All relationships of a business or private nature with contractors, suppliers and consultants should be made known to the appropriate manager. Orders and contracts must be awarded on merit and by fair competition and no special favour should be shown to any business.

Staff should not make use of their position for personal advantage.

### **Employment**

The employment of close relatives or partners of employees or fellows is possible provided that a full, fair and competitive recruitment process is carried out in accordance with Green Templeton College Recruitment and Selection, and Diversity and Equality policies. Any such appointment should be reported to the HR Committee.

Employees should not directly manage or be managed by a close relative or partner.

### **Outside Activities**

Staff activities outside the workplace are their own business, but in some circumstances could overlap or conflict with the interests of Green Templeton College. Employees should discuss with their line manager if they are in any doubt.

Staff should obtain written permission before undertaking outside activities if their official duties overlap in some way with the proposed activity, if it arises through work, or if it makes use of material or facilities to which they have access by virtue of their position. This applies to both voluntary activity and paid work.

No paid outside work of any sort should be undertaken at the workplace and staff should not make use of any office facilities (telephone, postage, etc.) in connection with such work.

Staff must avoid any activity in the public arena which could bring Green Templeton College into disrepute.

### **Declaration of interests**

Staff must ensure that their private or personal interests do not influence their decisions, and that they do not use their position to obtain personal gain of any sort, either for themselves directly, or for family, friends, or associates.

Staff must declare any financial or non-financial interests which may bring about conflict with College interests to their line manager at the earliest opportunity.