



## **Name of Policy: Conduct in the Workplace**

**RESPONSIBLE COMMITTEE:** Domestic & Establishment Committee

**RESPONSIBLE OFFICER:** Principal Bursar

**LINKED DOCUMENTS: College:** Harassment Policy, Bribery and Fraud, Freedom of Speech, Conflict of Interest, Health & Safety, IT and Social Media, Staff Handbook

**LINKED DOCUMENTS: Other:** none

**Annual Review date:** First meeting of Hilary Term

### **Introduction**

1. The Conduct in the Workplace policy outlines the College's expectations for creating a positive atmosphere where all members of the College community and visitors are treated, and treat others, with dignity and respect at work.
2. The College promotes freedom of expression and open communication. It does not tolerate offensive behaviour, deliberate disruption to the workplace, inappropriate behaviour or any form of harassment. We expect all employees to foster a respectful and collaborative environment and to follow the College's code of conduct for acceptable behaviour in the workplace.
3. This policy applies to all College employees regardless of rank or department.

### **Policy elements**

#### Respect in the workplace

4. The College expects all members of its community to treat each other with respect, courtesy and consideration at all times. All College members, including guests of College members, visitors and contractors on-site, are expected to behave professionally, and have the right to expect professional behaviour from others.
5. Managers have a particular responsibility for setting standards and ensuring appropriate workplace behaviours are maintained.
6. Harassment is unacceptable and the College will not allow any kind of discriminatory behaviour, harassment or victimisation. Any such behaviour will be dealt with in accordance with the [College's Harassment Policy](#).
7. Employees should conform with the [College's Equality Policy](#) in all aspects of their work, from recruitment, appraisals, promotion to interpersonal relations.
8. Managers must not abuse their authority. The College expects managers to delegate duties to their team members taking into account their competence and workload.



9. Likewise, the College expects team members to follow their managers' instructions and complete their duties with skill, care and in a timely manner.

#### Compliance with law

10. All employees must protect the College's legality and comply with all health and safety, environmental, anti-bribery, and employment legislation at all times.
11. The [College's Health & Safety Policy](#) sets out the responsibilities of managers and staff to ensure that standards, practices and procedures within this policy are observed and implemented.
12. The College expects employees to behave ethically and responsibly when dealing with the College's finances, procurement, provision of services and its public image. We require compliance from everyone connected with College activities with anti-bribery laws as set out in the [College's Bribery and Fraud Policy](#) and deal with potential or real conflicts of interests as per the procedure in the [Conflict of Interest Policy](#).

#### Internet and Social Media

13. When representing the College on social media, employees should always be respectful and never share confidential information. The use, distribution or participation in any activity that might reasonably be regarded as distasteful, offensive or indecent to others will not be tolerated.
14. All usage of College ICT equipment and software is subject to the [University's ICT regulations](#) and the [College's IT](#) and [Information Security Policy](#).

#### Alcohol and drugs

15. The misuse of alcohol or drugs can result in adverse effects on a person's health, safety and job performance as well as having an impact on the work of fellow colleagues.
16. The College is committed to comply with good employment practice and legislation. It is our policy to support a healthy and safe working environment and reduce the impact of alcohol and drugs misuse in the workplace.
17. In general, all employees are expected to exercise responsibility for their own behaviour.
18. Members of staff who consider they have a problem with alcohol or drugs are encouraged to seek confidential advice. Managers or fellow colleagues who consider that a team member may have a drug or alcohol problem should seek confidential advice from HR.



19. Where alcohol is served at College functions or licensed premises (e.g. the College Bar), the coordinator of the function or premises is responsible for dealing with any problems that may arise. Employees are expected to follow their instructions.
20. Incidents resulting from provision of alcohol at College functions, even if outside of normal working hours, are likely to be regarded as happening “in the course of employment” and could potentially result in disciplinary processes.
21. Where an employee is noticeably under the influence of alcohol and/or drugs whilst at work this has the potential to be a disciplinary matter.
22. Staff are not obliged to work with someone who has consumed alcohol and/or drugs if they perceive that by doing so they put themselves at risk. Such concerns should immediately be reported to their line manager.
23. Sources of advice and help are available from the University's Occupational Health Service (<https://www.admin.ox.ac.uk/uohs/>), the College's Employee Assistance Programme RISE (details in the Staff Handbook) and the NHS.

#### Policies

24. All employees should read and follow all College's policies as listed on the College website and amended from time to time. If they have any questions they should ask their manager or HR.

#### Disciplinary action

25. The College may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct in the workplace. Disciplinary action will be taken in accordance with the Policy outlined in the Staff Handbook.



## POLICY HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
MT 21	Policy generated and approved by GB	Confirmed	Yes (Iris Burke)
HT 23	Annual policy review		