

The Alan Turing Institute

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Code of Conduct Policy

Owner	Head of HR
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1. Purpose

- 1.1 The purpose of this policy is to outline the rules governing the conduct of employees of the Alan Turing Institute and Group (hereafter the Institute) and provides guidance on the expected standards of conduct, both at work and in some outside activities.

2. Scope

- 2.1 This policy applies to all employees of the Institute (which includes, but is not limited to, permanent staff, temporary staff, secondees), and those who undertake work on ATI's behalf such as Fellows and students, agency workers and contractors, herein referred to as 'employees'.
- 2.2 This Code of Conduct policy complies with statutory legislation.

3. Policy

- 3.1 The key principles of this policy are:
 - 3.1.1 Employees are required to familiarise themselves with this policy, (this will be covered during the Induction process) and to adhere to the required standards of conduct;
 - 3.1.2 Employees are expected to act in accordance with the Institute's policies and procedures;
 - 3.1.3 Employees are expected to conduct themselves at work with integrity, objectivity and honesty;
 - 3.1.4 Employees have a duty to act in a way that promotes the good name of the Institute; and, conversely, have a duty not to bring the Institute into disrepute by their actions (or inactions), statements or neglect of their responsibilities;
 - 3.1.5 All employees must actively seek to create a working atmosphere that is based on trust, co-operation and mutual respect for others;
 - 3.1.6 Disruptive, unethical or illegal conduct will not be tolerated. Allegations of such conduct will be investigated thoroughly and addressed appropriately under the relevant policy.

4. Breach of the Code of Conduct

- 4.1 A breach of this policy may result in disciplinary action, up to and including dismissal.
- 4.2 Breaches of behaviour or conduct in others working for the organisation should be reported to the appropriate level of management or external body if appropriate, e.g. affiliated university or agency.
- 4.3 Legal action may be considered if a criminal offence is suspected and, if appropriate, the matter may be reported to the Police or other relevant authorities.

5. Behaviour towards others

- 5.1 Employees are expected at all times to demonstrate respect, courtesy and co-operation towards everyone they interact with at work internally and externally.

6. Equality and Diversity

- 6.1 Employees and everyone they interact with at work have a right to be treated with fairness and equity. Employees are therefore required to comply with the Institute's Equality & Diversity policy and, in particular, have a personal responsibility to prevent their behaviour having an unfair discriminatory effect, irrespective of the intention behind their behaviour.
- 6.2 Employees are also expected to comply with the Institute's policy on Harassment. Any form of harassment is a disciplinary offence.

7. Health and Safety

- 7.1 Employees have a duty to take reasonable care of their own health and safety and a responsibility for the health and safety of others who may be affected by their activities.

8. Contact with the media

- 8.1 Except where employees are authorised to handle enquiries from the media, these should always be forwarded to the Institute's Communications team.
- 8.2 The unauthorised passing of privileged or confidential information to the media or other third parties is a disciplinary offence.

9. Use of Resources

- 9.1 The Institute's resources should be used solely in respect of its business and employees should ensure the proper, economical, efficient use and safe keeping of the Institute's resources.
- 9.2 Before an employee takes property off site they should ensure they have authorisation from their manager. The Institute reserves the right of search of an employee (and their vehicle) on its premises when there is good and sufficient reason, in accordance with local guidance.

10. Use of Institute IT and communication systems

- 10.1 The Institute's IT and communication systems are provided to enable employees to do their jobs effectively. Improper use of the Institute's computers, computer networks and internet connections will be regarded as a disciplinary offence. The Institute will monitor network traffic and computer use and unacceptable use which is found will be investigated. Further details, including the extent of permitted personal use of IT and communication systems are provided in the Institute's Acceptable Use policy.
- 10.2 Employees must comply with the terms of any licences granted to the Institute. Unlawful use or copying of computer software is a disciplinary offence.

11. Financial Propriety

- 11.1 The Institute has a 'zero-tolerance' approach to fraud and aims to foster an environment in which opportunities for fraud are minimised and in which suspicions of fraud are reported. The Institute is committed to rigorously investigating cases of alleged fraud, to the recovery of any assets lost (through legal action if necessary) and to taking action against perpetrators of fraud.

- 11.2 Employees have a contractual obligation:
- 11.2.1 to use Institute funds and other resources under their control only for the purposes for which they are provided;
 - 11.2.2 to manage these resources with probity;
 - 11.2.3 not to benefit from personal gifts or hospitality attributable to their employment that may compromise or be thought to compromise their integrity;
 - 11.2.4 not to make a profit secretly from their employment activity;
 - 11.2.5 to avoid waste or extravagance;
 - 11.2.6 to report any suspected instances of irregularity, impropriety or fraud;
- 11.3 Employees whose responsibilities include the management of Institute resources must follow relevant instructions and guidance issued by the Institute.

12. Confidentiality

- 12.1 All employees have a duty to protect official information held in confidence and not to divulge it to unauthorised persons, inside or outside the Institute. Information about people or the Institute's business operations should only be removed from the office with the necessary authorisation and with appropriate data protection safeguards (e.g. encryption) in place.
- 12.2 Employees should continue to observe their duty of confidentiality when no longer working for the Institute.
- 12.3 Information obtained in the course of work must not be used for personal gain or benefit.
- 12.4 Employees should make themselves aware of their obligations under the Data Protection Act; and any disclosure of information must be in line with the Institute's data protection and other relevant policies and procedures. If in doubt, clarification should be sought from line managers or the Data Protection Officer.

13. Gifts and Hospitality

- 13.1 Employees should be aware that the giving or receiving of gifts, money, hospitality or other favours may constitute a bribe if it is found to be an inducement for an action that would provide an advantage to the employee or other parties. Such a breach is a disciplinary offence and may constitute a criminal offence under the Bribery Act. Employees should refer to the Institute's Gifts and Hospitality Policy.
- 13.2 Approaches from an outside organisation about the offer of an award or prize must be discussed with line managers.

14. Handling contracts

- 14.1 Only designated employees may enter into contracts or place orders on behalf of the Institute. Designated employees will be informed of their delegated authority to do so.
- 14.2 Any employee whose work involves negotiation or contact with contractors, suppliers, customers etc, should be scrupulous in avoiding any situation which might give rise to criticism or suspicion or which might compromise the Institute. An employee will be required to prove that the receipt of a payment or other

consideration from someone seeking to obtain a contract or other advantage is not corrupt.

15. External activities

- 15.1 As a general rule, the Institute will not concern itself with the conduct of employees outside work. However, activities and/or misconduct outside work which impact adversely on an employee's work performance or the Institute's reputation may result in further action (e.g. disciplinary).
- 15.2 Any employee who is the subject of any criminal proceedings or who becomes bankrupt or insolvent must disclose this to their manager.

16. Conflicts of Interest

- 16.1 Employees must declare to their manager any financial or non-financial interests that a reasonable person might conclude were in conflict with the interests of the Institute. Any such declaration shall be kept on a Register of Interests held by the Head of Finance.

17. Consultancy work

- 17.1 Employees are required to seek written approval before accepting paid consultancy work which uses a) official time or resources and/or b) professional knowledge and skills gained in the course of employment with the Institute.
- 17.2 Employees will not normally receive either paid or unpaid special leave in order to undertake consultancy work.

18. Political activity

- 18.1 In general, employees are free to take part in political activities. Participation in any political activity must only be undertaken in a personal capacity and employees should avoid becoming involved in political controversy on matters affecting the Institute.
- 18.2 Some employees, in politically restricted posts, may be restricted in their ability to take part in national political activities.

19. Parliamentary candidates

- 19.1 Employees seeking adoption as a Parliamentary candidate should inform their manager and HR.

20. Publications, Broadcasts and lectures

- 20.1 Approval to participate in a lecture or broadcast as a representative of the Institute should be sought line managers. Any fees would normally be payable to the Institute.
- 20.2 If an employee is invited to participate in a lecture/broadcast in a personal capacity on a non-work related matter, then permission will not normally be required.

21. Policy review

21.1 This policy will be regularly reviewed to incorporate any legislative changes.

22. Document control

22.1 Version control

Version Control					
Version (Issue No.)	Date of Issue	Review Date	Author	Approved	Owner
V0.1	February 2016		L. Wardale		Head of HR
V1.0	July 2016	July 2017	N. Thorpe		Head of HR

22.2 Related documents

Related Documents	
Document Title	Doc. Ref. No.
Equality and Diversity Policy	HRPOL006
Health and Safety Policy	HRPOL002
Acceptable Use of ICT Policy	GPOL003
Gifts and Hospitality Policy	FNPOL002
Conflicts of Interest Policy	HRPOL005