

## **Staff Code of Conduct**

Purpose and scope	2
Compliance with laws, rules, and regulations	2
Good faith conduct and accountability	2
Respect for the rights and dignity of others	3
Avoiding Conflicts of Interest	3
Protection and proper use of University assets	3
Protection of the University's reputation	4
Reporting Known or Suspected Violations	4
Seek Specific Guidance	4
Non-Retaliation	5
Version History	6

## **Purpose and scope**

1. Northeastern University - London (the University) encourages and expects all members of its community to conduct themselves according to the highest ethical standards.
2. All of our endeavours – including research, academic, business, community relations and student affairs – must be grounded in ethical principles, conducted according to the utmost standards of integrity, and carried out in compliance with legal and regulatory requirements and University policies.
3. The core principles of this code encompass the values that underlie all University activities and inform our decision-making.
4. This Code of Conduct applies to Northeastern University London Governors, faculty, staff and anyone permitted to speak or act on behalf of the University.
5. This policy does not form part of the University's employment contracts, and the University reserves the right to update it at any time.

## **Compliance with laws, rules, and regulations**

6. Following the law, both in letter and in spirit, and doing the right thing, are the foundations on which the University's ethical standards rest.
7. In carrying out our official responsibilities or otherwise conducting business or activities associated with the University, we are all expected to comply with applicable laws, regulations, and University policies.
8. Guidance from HR or a Head of Department should be sought wherever there is a question regarding lawful or ethical behaviour and practices, and/or legal or other compliance matters.

## **Good faith conduct and accountability**

9. All of us are expected to be truthful in our work, words and actions, and to act in good faith in connection with University endeavours. This includes being familiar with and following University policies and procedures and taking responsibility for our own part in upholding the University's standards and reputation for integrity.

## **Respect for the rights and dignity of others**

10. Northeastern University London is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that commitment is the principle of treating others civilly and professionally. The University values the safety, privacy, property, personal rights and dignity of others. It endeavours to promote a community free from illegal or inappropriate conduct, including threats, violence, harassment, bullying, intimidation, coercion, and discrimination.

## **Avoiding Conflicts of Interest**

11. All members of the University community are expected to avoid actions or engagements that are in conflict with their position, or that create the appearance of a conflict of interest between personal and/or external interests

and the interests of the University. That means, among other things, that they should avoid situations where a financial or other consideration may compromise or appear to compromise their ability to carry out their responsibilities to the University.

12. Trustees and employees must report actual, potential or perceived conflicts, may not use their position for personal advantage, and unless authorised, may not engage in supplemental activities that undermine their ability to perform their jobs for the University.

### **Protection and proper use of University assets**

13. We are all required to maintain the confidentiality of non-public University information, records, and data entrusted to us, except when disclosure is authorised by an appropriate official of the University and/or authorised or required by law.
14. We are likewise required to safeguard University property and other assets, and to use them responsibly and properly — that is, within the accepted parameters of use and permissions. Unauthorised access, use or disclosure of University records or assets, including but not limited to misappropriation, forgery, and falsification or fraudulent alteration of University records, are all prohibited. Suspected or actual breaches will be investigated under our Disciplinary policy.

### **Protection of the University's reputation**

15. Care must be taken to protect the University's reputation by always acting in accordance with the law, our policies and the University's best interests. This includes appearing in the public eye or on social media, either as an official representative speaking or writing on our behalf, or as someone who can easily be identified as working for the University.

### **Reporting Known or Suspected Violations**

16. Employees must promptly report any known or suspected violations of this Code to a manager, dean, director or department head, as appropriate.
17. Employees that believe that any criminal offence has been, or is being committed, or any legal obligation is not being complied with, should disclose the matter to the Chief Executive Officer (CEO) immediately.
18. If the person reporting the allegation believes the CEO has committed the offence, they should email the HR Director who will then contact the Chair of Northeastern London Board of Governors.

### **Seek Specific Guidance**

19. More detailed University policies, such as the following, address specific situations and have specific applicability, and rest on the above principles:
  - Anti-Bribery and Corruption
  - Anti-Money Laundering
  - Bullying, Harassment and Sexual Misconduct
  - Code of Practice on Freedom of Speech

- Conflict of Interest
- Dignity at Work and Study
- Diversity, Equity and Inclusion
- Ethical Sourcing
- Fraud Prevention and Response
- Personal Relationships Between Staff and Students
- Safeguarding
- Whistleblowing

20. No code or policy can be expected to include every possible set of circumstances. We all have the responsibility to seek guidance and clarification from the appropriate department or manager for any questions pertaining to compliance with laws, policies, or these ethical principles.

### **Non-Retaliation**

21. The University will not tolerate retaliation or discrimination against anyone who makes a good faith report of a suspected violation of law, regulation, or University policy, including this Code of Conduct.

## Version History

<b>Title: Staff Code of Conduct</b> <b>Approved by: Executive Committee</b> <b>Location: SharePoint</b>				
Version number	Date approved	Date published	Owner	Proposed next review date
24.1.0	10/9/24	28/10/24	HR Director	one year after publication
Related documents	<a href="#">Anti-Bribery and Corruption Policy</a> <a href="#">Anti-Money Laundering Policy</a> <a href="#">Bullying, Harassment and Sexual Misconduct Policy</a> <a href="#">Code of Ethical Conduct</a> <a href="#">Code of Practice on Freedom of Speech</a> <a href="#">Conflict of Interest Policy</a> <a href="#">Diversity, Equity and Inclusion Policy</a> <a href="#">Ethical Sourcing Policy</a> <a href="#">Fraud Prevention and Response Policy</a> <a href="#">Respect for the Rights and Dignity of Others Policy</a> <a href="#">Safeguarding Policy</a> <a href="#">Whistleblowing Policy</a>			
External Reference Point(s)				