Code of Conduct for Associates, Guests and Visitors of the University

The award of the title of Associate, Guest or Visitor to the University is a means of allowing the holder access to University facilities and it is also a sign of the esteem and value the University places on the individual and his/her contribution to the University. Associates, Visitors and Guests of the University shall not be considered to be employees of the University, but will be expected to abide by University standards of conduct. This code of conduct should be read in conjunction with your offer letter and the University Guidelines and Procedure for the Appointment of Associates, Visitors and Guests.

In accepting the offer of Associate, Guest or Visiting status you are agreeing to abide by the conditions set out below:

1. To observe and comply with the University Health and Safety Policy as amended from time to time and to comply with any local arrangements applicable in the academic or service unit to which you may be attached. The current version of the Health and Safety Policy is available at: http://www.safety.ncl.ac.uk/universitypolicy.aspx

2. To observe and comply with the University Equal Opportunity Policy and Dignity at work and Study Policy, as amended from time to time. The current versions are available at: http://www.ncl.ac.uk/diversity/ and http://www.ncl.ac.uk/diversity/guidance/bullying.php

3. In consideration of being allowed to use University computing facilities and services (resources) you are required to observe the University Rules for Use of Computing Facilities, and Statement of Policy on Internet Use, as amended from time to time. The current versions are available at: http://www.ncl.ac.uk/itservice/rules/

4. In order to be allowed access to University computing facilities and libraries (Robinson, Walton and Law) and access to computing clusters on a request only basis, you will be provided with a University computing account, available from ISS Reception and a Smartcard available from the library. You will be required to carry your Smartcard on you whilst on University premises and to look after your Smartcard; you must not lend your Smartcard to anyone else. To report a lost or stolen Smartcard please telephone + 44 (0) 191 208 6060. Further information regarding the use of Smartcards is available at: http://www.ncl.ac.uk/itservice/smartcards/ Information on the rules of use and conduct for the library are available at: www.ncl.ac.uk/library/services Information on library borrowing can be found at: http://www.ncl.ac.uk/library/services/borrow-renew-return/index.php

5. Your ISS Log In account enables you to access all the electronic resources currently licensed for EDUCATIONAL USE ONLY by Newcastle University staff and students. Please note that COMMERCIAL USE is strictly forbidden, as is use of this or your Smartcard, by anyone who is not formally attached to the University. Licence infringements can have serious consequences, and may result in the loss of access to the electronic resources for the entire University, as well as the
imposition of additional fees or fines. Where individuals are found to have knowingly infringed licence terms, their status, ISS Log In Account and Smartcard may be withdrawn.

6. To observe and comply with the university No Smoking Policy as amended from time to time. The University is a no smoking work place and does not permit smoking in its buildings or on its land. The current version of the policy is available at: 
http://www.ncl.ac.uk/estates/healthsafety/yourhealth.htm

7. To sign an Intellectual Property Rights and Confidentiality agreement with the University so as to ensure that the University is able to abide by the various terms and conditions of its many funding bodies. This is in accordance with the University’s policy on Intellectual Property rights for research students and visiting workers which is available at:
http://www.ncl.ac.uk/res/resources/Policies%20Forms%20and%20Guidance/Policies.htm
Queries in relation to this requirement may be addressed to the Joint Research Office.

8. To treat University property with reasonable care and respect, particularly those items for which you are given responsibility for whilst an Associate, Guest or Visitor. You are responsible for returning any University property at the end of your period of Associate, Visiting or Guest status.

9. You are required to ensure that the person who nominated you for Associate, Guest or Visitor status, or their nominee, has at all times up to date contact details for you and your emergency contact, i.e. telephone numbers and address, including your local address.

10. It is your responsibility to ensure you have completed all the necessary documentation to ensure appropriate Associate, Visitor or Guest status is awarded and this includes providing the University with written confirmation of your eligibility to visit and/or live in the UK.

11. The award of Associate, Guest or Visiting status is at the University's sole discretion and judgement and the University reserves the right to withdraw this status without notice where it feels appropriate.

12. If the award of Associate, Guest or Visitor status is dependent on your continued employment in your substantive post, e.g. NHS it is your responsibility to advise the University immediately if your substantive contract is terminated or you resign, or if you are subject to any disciplinary action. If your substantive contract should end for whatever reason then you will no longer be eligible to hold Associate, Guest or Visiting status.

13. To follow the guidance/instructions of the management of the academic or service unit to which you are attached or in which you may be working from time to time.

Approved by Staff Committee (September 2009)
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Elaine Marillier/Richard Burrow