Guidance on Standards of Behaviour
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All members of staff have a duty to carry out their work to the best of their ability and to abide by the terms and conditions of their employment. Standards of behaviour means the minimum standards of conduct and performance that the University will accept from members of staff. Whilst it is not possible to set out in detail the standards expected from members of staff in every respect, the following instances are unacceptable and may lead to disciplinary action.

1. Misconduct

1.1. The following forms of unacceptable behaviour may lead to disciplinary action short of summary dismissal, although a repeated instance of such behaviour following a final written warning may result in dismissal.

- Negligence
- Poor timekeeping or attendance
- Unauthorised absence
- Abusive or offensive language
- Insubordination
- Bringing the University into disrepute
- Refusal to obey reasonable instructions
- Breach of Data Protection responsibilities
- Failure to devote reasonable care and attention to work.

This list is not exhaustive.

2. Gross Misconduct

2.1. Any act of gross misconduct may lead to summary dismissal that is dismissal without notice or payment in lieu of notice. Gross misconduct is conduct or behaviour which is such as to destroy the essential trust and confidence between employer and employee, and thus render the employee unsuitable for continued employment in the employment in question or otherwise suitable alternative employment with the University.

2.2. The following are some examples of behaviour that may constitute gross misconduct.

- Unauthorised use or removal of university property
- Theft, or fraud (including falsification of records and false claims for pay)
- Fighting, assault, or threats of violence
- Deliberate damage to property
- Being at work while under the influence of alcohol or other drugs
- Gross negligence likely to cause serious loss, damage or injury
- Serious acts of insubordination
- Serious breaches of Health and Safety Rules
- Serious breaches of Data Protection responsibilities
- Sexual or racial misconduct, abuse or harassment.

This list is not exhaustive.