

# Standards of Behaviour

All colleagues 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 colleagues. Whilst it is not possible to set out in detail the standards expected from colleagues in every respect, the following instances are unacceptable and may lead to disciplinary action.

## Misconduct

We can't list every type of misconduct that could result in an informal discussion, a formal warning or dismissal.

Examples could include, but aren't limited to:

- Failing to follow University policies or procedures
- Being uncooperative or disrespectful towards colleagues, students or third parties
- Engaging in unauthorised activity that stops you completing your role
- Misuse of internet, email and University IT as set out in the Statement on Internet Use and guidelines for the Use of IT Facilities. Misuse of personal social media, e.g. posting or sharing content that could be considered discriminatory, bullying, harassing or offensive
- Poor time keeping or attendance
- Unauthorised absence
- Refusing to follow a reasonable management request
- Bringing the University into disrepute
- Abusive or offensive language
- Abuse of University property or merchandise

## Gross Misconduct

Some instances of misconduct might be very serious, cause serious damage or cause the University to fundamentally lose trust and confidence in the colleague. Any act of gross misconduct may lead to summary dismissal, that is dismissal without notice or payment in lieu of notice.

For example:

- Dishonest behaviour – theft; serious failure to follow rules or procedures; unauthorised use or removal of University property; deliberate or negligent contravention of University and/or local policies and procedures.
- Fraudulent acts with the intention of obtaining money, assets or services (including falsification of records and false claims for pay)
- Harassment, bullying or discrimination including via social media sites
- Serious breaches of Health & Safety rules
- Being under the influence of alcohol/drugs, or in possession of illegal drugs or other controlled substances at work
- Physical acts of aggression or violence toward colleagues, students or third parties
- Unauthorised disclosure of confidential, internal University or University sensitive information
- Unauthorised use or removal of university property
- Criminal activity outside of work
- Failure to disclose criminal acts committed outside of work that are relevant to employment
- Serious breaches of data protection
- Breach of confidence
- Misuse of power or authority

This isn't an exhaustive list.