

1. Purpose

1.1. The purpose of this policy is to provide a clear framework within which employees of More Training are expected to conduct themselves. More Training strives to maintain a work environment for its staff and a learning environment for its learners in which honesty, integrity and respect for all with whom we interact in the course of our work are reflected in our personal behaviour and conduct.

2. Scope

2.1. This policy applies to all staff, learners, contractors and third-party agents involved with More Training.

3. Policy Statement

- 3.1. Employees of More Training are expected to have regard for the impact of their personal behaviour on More Training, colleagues, learners, customers, the environment and our community.
- 3.2. More Training receives a substantial income from public sources and from private sector organisations and it is essential that all these stakeholders can have confidence that we maintain the highest standards of conduct in financial matters and ethical behaviour.

4. Standards of personal behaviour

4.1. Equality, Diversity and Inclusion

One of the core values at More Training is the promotion of inclusivity and valuing diversity. We seek to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and students, regardless of their age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, socio-economic status or any other factor will be supported and encouraged to perform to their potential. See the Equality and Diversity Policy.

4.2. Harassment and bullying

More Training is committed to ensuring that everyone who works or learns with us can do so without fear of harassment, bullying or intimidation. Everyone has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. More Training will take action swiftly and harshly against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened. See the Harassment and Bullying Policy.

4.3. Health and safety

More Training places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, learners, visitors and the public. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents and ill-health. This, together with more specific aims and objectives, reflects More Training's commitment to promote employee wellbeing. See Health and Safety Policy and Risk Assessment Policy.

5. Relationships with other members of staff, learners, clients and others

- 5.1. More Training does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.
- 5.2. Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.
- 5.3. Employees must inform their line manager if they have a close personal relationship with another employee, a learner, a client or another stakeholder of More Training.

6. Performance

- 6.1. More Training expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas. See the Staff Handbook.

7. Misuse of drugs and alcohol

7.1. It is a disciplinary offence to be on More Training premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs. See the Staff Handbook.

8. Gambling

8.1. Gambling activities must not be conducted on More Training premises, discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc.

9. Conduct outside work

9.1. More Training does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise More Training's reputation or position will be dealt with through the disciplinary procedure.

10. Dress code

10.1. More Training does not operate a formal dress code for its employees, other than for those who are provided with personal protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle but should not be provocative or cause offence to those with whom they have contact.

11. Academic integrity

11.1. More Training strives to maintain the highest standards in all the teaching, assessment and learning support that it undertakes, and staff must not conduct themselves in ways that may undermine the academic standards of its qualifications or its educational practice. See policies relating to teaching, learning and assessment.

12. Copyright

- 12.1. Subject to the following provisions, More Training and employees acknowledge sections 11 and 215 of the Copyright, Designs and Patents Act 1988. All records, documents and other papers (including copies and summaries thereof) which pertain to the finance and administration of More Training and which are made or acquired by employees in the course of their employment shall be the property of More Training. The copyright in all such original records, documents and papers shall at all times belong to More Training.
- 12.2. The copyright in course materials produced by employees in the course of their employment for the purposes of the curriculum of a course run by More Training and produced, used or disseminated by More Training shall belong to More Training.
- 12.3. The above clauses shall apply except where agreement to the contrary is reached by an employee and More Training. Where a case arises, or it is thought that a case may arise, the matter should be taken up between the employee and their Line Manager.

13. Financial probity

- 13.1. More Training's financial regulations create a framework of financial controls within which the staff of More Training must operate. These regulations are designed to protect More Training and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.
- 13.2. Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.
- 13.3. Breaches of the regulations will normally be a serious disciplinary offence. See the Staff Handbook.

14. Conflicts of interest

- 14.1. The highest standards of behaviour are expected of all More Training staff but particularly where individuals are in positions to make decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of

interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased. See the Staff Handbook.

15. Access to confidential information

15.1. Although More Training strives to conduct its business in an open fashion there will be times when individuals, through their positions as members of committees, recruiters, line managers etc., become aware of confidential information, either about other individuals or in connection with More Training's commercial or academic activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information. See the Data Protection Policy.

16. Prevention and detection of fraud

16.1. More Training has a policy for the prevention and detection of fraud, corruption and other irregularities. All staff have a role to play in preventing fraud and More Training policy. See Malpractice, Maladministration and Whistleblowing Policy.

17. Bribery Act 2010

17.1. Under the Bribery Act, individuals can be prosecuted for accepting bribes or offering bribes. In addition, More Training can be prosecuted for failing to prevent bribery committed to obtain or retain business or a business advantage for More Training by an employee or other individual or organisation performing services for More Training.

18. Use of equipment for non-work purposes

18.1. More Training will allow employees reasonable use of its equipment and facilities, provided that authorisation has been obtained from the appropriate Line Manager, that the use does not interfere or conflict with the work of More Training, and that any costs are met by the individual.

19. Private telephone calls

19.1. Employees may use More Training telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation. Employees who have More Training

provided mobile phones must reimburse More Training for the use of these phones for private calls and texts etc.

20. Use of IT equipment, internet and social media

- 20.1. Users of More Training's IT and the internet facilities must behave reasonably towards other users and the facilities and in public areas they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. The regulations give examples of reasonable and appropriate behaviour but are not exhaustive. See Staff Handbook and Data Protection Policy.
- 20.2. In particular, employees must not use More Training facilities to create, display, produce, store, circulate or transmit obscene or pornographic material in any form or medium.
- 20.3. Employees may use More Training internet facilities for occasional personal matters but must not access social media for personal purposes in working hours.
- 20.4. More Training recognises that information and the associated processes, systems and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures and structures, More Training will facilitate the secure and uninterrupted flow of information, both within More Training and in external communications. More Training believes that security is an integral part of the information sharing which is essential to academic and corporate endeavour. See the Information Security Policy.

21. Data protection

- 21.1. More Training holds and processes information about employees, learners, and other data subjects for academic, administrative and commercial purposes. When handling such information, More Training, and all staff or others who process or use any personal information, must comply with the Data Protection Principles which are set out in the Data Protection Act 1998. Any doubts or queries about data protection issues should be referred for guidance to the General Manager. See Data Protection Policy.

22. Raising matters of concern

22.1. Employees have a right and a duty to raise concerns which they may have about breaches of the law or propriety by More Training. This should normally be through their Line Manager but in circumstances where this is not appropriate they may approach the General Manager in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so. See the Malpractice, Maladministration and Whistleblowing Policy.

23. Breaches of this policy

23.1. This policy has been drawn up to provide a source of guidance to More Training's employees. It is not a contractual document and can be amended at any time by More Training. All staff must comply with both the provisions of this and all More Training's related policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the

