

Ethical Policy

Originator:	Chief Operating Officer
Approved by:	SMT
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Ethical policy

Introduction

Our strategic intent is:

- To impart quality education to deserving students.
- To develop our range of academic activities to meet the changing needs of society, industry and healthcare.
- To continue to attract and develop the most able students and staff worldwide.
- To establish our Business School as one of the leading such institutions in the world.

The College requires and maintains the highest ethical standards in carrying out its operations. Staff and students are expected to act according to our ethical principles. Unethical practice of any sort will not be tolerated. The College will monitor ethical performance regularly.

Trust has to underlie all that we do and all of our relationships. That trust is built on integrity and fairness.

Purpose and Use

This framework:

- Describes how we attempt to embody our values in principles and practice.
- Provides guidance on addressing dilemmas about institutional, staff or student conduct and directs individuals to where they can obtain further assistance.
- Applies to all staff, students, and to all of our operations.

Using this framework:

- This framework should be used alongside the College's policies, codes, guidance and conduct documents. It will be reviewed regularly.
- The framework cannot address or anticipate all likely ethical dilemmas. It is intended to guide staff and students in how to act with integrity, good conscience and judgement at all times.

Teaching, Learning and Assessment

Maintaining the highest standards of teaching and learning are fundamental aims of our institution. Staff and students must uphold the highest standards of academic integrity.

- Our academic staff are responsible for creating a beneficial learning environment for students.
- We strive to ensure that our academic programmes provide a high quality and challenging educational experience and ensure fair, rigorous and transparent student assessment procedures.
- The College fully supports academic freedom within UK law for staff and students to further knowledge and debate.
- Plagiarism and other forms of academic misconduct will not be tolerated among staff or students.
- Consensual relationships between staff and students should be appropriately declared.
- The College has policies and procedures in place to respond to student complaints and appeals about academic matters. These procedures are designed to ensure that students can raise matters of proper concern to them without fear of disadvantage and in the knowledge that privacy and confidentiality will be respected.
- The College and its staff are responsible for ensuring that students engage with ethical issues.

Research and Development

We are dedicated to furthering knowledge within our College and within society as a whole. Research and development plays a key role in the process. Staff and students are expected to adhere to the highest standards of ethical behaviour in conducting research, as well as to comply with the letter and spirit of all relevant legislation.

- The College has clear and transparent policies and procedures in place for ethical review of research.
- The College's research ethics committee is responsible for the ethical scrutiny of research proposals and ensuring that a discussion of potential issues of ethical concern takes place before a project commences.
- The College has a responsibility to protect the rights of human subjects involved in research projects and to protect them from harm, to ensure that impact on the environment is reviewed and to avoid the use of animals unless absolutely necessary.
- When submitting research papers for publication, the authors must declare any relevant funding sources or other issues that constitute a potential conflict of interest.
- The College upholds the rights of staff and students to publish without hindrance except where a specific written provision has been made with the agreement of all parties.
- Data and other information about research and research subjects will be kept confidential and will not be used without the consent of the individuals concerned.

The Student Experience

The College strives to be a community of learners built on the basis of trust and mutual respect. We expect students to maintain high standards of personal and academic behaviour during the course of their studies. We support the right of our students to be involved in student union activities and we encourage students and union representatives to enter into dialogue with us on the College's ethical stance, policies and procedures.

- We strive to ensure that our student recruitment and admissions process is transparent, fair, clear, explicit and implemented consistently.
- All marketing and promotional materials will be relevant, accurate at the time of publication, not misleading, accessible and designed to help applicants make informed decisions.
- Selection procedures will be followed fairly, courteously, consistently and expeditiously. Information concerning applicants will remain confidential.
- The College strives to ensure that prospective students are proficient in the language of the course and have the ability to complete their course.
- Relations with students are based on respect for the dignity of the individual and fair treatment for all. The College is committed to equality, diversity and inclusivity.
- The College will not tolerate sexual, physical or mental harassment (including bullying) of its students. Students are expected to be open, honest and courteous with staff and each other.
- The College will ensure the provision of appropriate support mechanisms for students including academic supervision, counselling, career education guidance and financial support for cases of genuine hardship.
- Students must comply with the College's rules and regulations, as set out in the student handbook. The handbook also covers disciplinary and complaints procedures.

Business and Local Communities

The College supports and encourages knowledge transfer opportunities and works in collaboration with private, public and charitable organisations and bodies to achieve these aims. In addition, the College is committed to playing an active and positive role in the communities in which we operate.

Business

- The integrity of the College and its representatives is of paramount importance and any serious ethical or legal concerns should be referred to the College Secretary or research ethics committee, as appropriate.
- The Management Board should vet all substantial donations, sponsorship and funding that the College applies for or is offered.
- Staff must declare and provide details in the College's Register of Interests of any private consultancy work or other involvement with an organisation that is seeking to enter into a business relationship or other collaboration with the College.
- Staff and students must give informed consent to confidentiality clauses where these are deemed necessary by the College and its business partners. However, the College has a responsibility to ensure that all of its dealings are as transparent and accountable as possible.

Local communities

- We strive to make a positive contribution to the local and regional community within which we operate, including economic, civic, cultural, educational and environmental initiatives.
- The College will respect the traditions and cultures of each country in which it has dealings. Where there is conflict between local customs and the principles and values set out in this framework, this framework will guide all staff while they are acting on the College's behalf. Staff should contact the College Secretary if in doubt about how to behave in cases of potentially serious conflict.

Leadership and Governance

We are committed to the highest standards of corporate governance, accountability and responsibility. We seek to conform to all relevant governance guidelines.

- The College will exert appropriate financial control.
- The College will communicate its policies, achievements and prospects honestly with all interested parties, especially staff.
- The College will engage with suppliers, contractors or business partners who do not endanger our institutional reputation; procurement policies and procedures will deliver value for money and demonstrate socially and environmentally responsible behaviour.
- The College will strive only to do business with organisations that uphold basic human rights.
- The College will manage its estate in responsible ways.
- As part of our commitment to sustainable development, the institution will prevent or otherwise minimise, mitigate or remediate any harmful effects of our operations on the natural environment and finite resources.
- The College will collaborate and compete with other higher education institutions in a fair, honest and appropriate manner.
- Where the College sets up campuses abroad or licenses other organisations to provide courses, the same academic and ethical standards apply.
- Our ethical investment policy guides all investments made by the College.

Management

We strive to create a positive, responsible, open and exemplary working environment for our academic, administrative and other staff. The College expects all staff to maintain the highest standards of ethical behaviour and adhere to this framework.

- Relations with staff are based on respect for the dignity of the individual and fair treatment for all.
- The College is committed to equal opportunities and will not tolerate discrimination on the basis of race, religion, political beliefs, national origin, colour, gender, sexual orientation, age, marital status or disability.
- The College will not tolerate sexual, physical or mental harassment; and it places high priority on the health, safety and security of staff in their work environment.
- The College will maintain a fair and just rewards policy; it will encourage all staff to develop relevant skills and progress their careers.

- Information obtained by staff at work should be directed to organisational ends. Any personal interests or interests of a member of one's immediate family must be disclosed.
- Confidentiality for the individual and for institutional relationships with outside bodies will be respected.
- No member of staff may give or accept money, gifts or hospitality of significant value or anything else which could be construed as being intended as a bribe to or from a student, supplier, business partner or other party.
- The College will aim to develop relationships with its suppliers, contractors and other partners based on honesty, fairness and mutual trust. The College undertakes to pay its suppliers and contractors in accordance with agreed terms.

Adherence

The College's commitment to this ethical policy framework is considered as fundamental to our long-term sustainability and success. This will be demonstrated through our systems of training, adherence and accountability regarding performance.

- Strict adherence to the provisions of this framework is a condition of employment in the College. Management teams must ensure that staff understand this framework and the values that underpin it and are informed of the requirements relating to their job. Failure to comply with this framework may lead to disciplinary action, including dismissal.
- The College also expects students to adhere to the standards of behaviour and conduct contained in this framework.
- Staff and students have an obligation to report actual or potential infringements of this framework. The College's whistle blowing policy sets out procedures for reporting concerns and identifies how the institution will investigate allegations.
- Retaliation or retribution for reporting genuine concerns violates the College's ethical principles and will not be tolerated.
- Staff behaviour is guided by the College's policies and goals. The College must be challenged if there is reason to believe that the ethical standards set out in this framework are being violated.
- The COO are responsible for ensuring that all reported breaches of this framework are investigated and remedial and/or disciplinary action is taken if appropriate. The COO may discharge this responsibility by appointing staff to perform these tasks and reviewing reports of case histories.
- No part of this framework may be waived or suspended.

Resources

The codes, policies and regulations may be found at the administration office of the College. If your enquiries are not fully addressed by these resources or you wish to report a possible violation of this framework, your next steps should be to:

- Raise the issue, in confidence, with your management team/ student representative. Significant cases will be referred to the COO.
- Refer to the College's complaints procedures for staff and students. This framework will be regularly reviewed and amended to ensure that it accurately reflects the range of the College's operations and concerns of its staff and other stakeholders.