

<p>BOARD OF THE CORPORATION</p> <p><u>CODE OF ETHICS</u></p>	<p>East Riding College </p>
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## MISSION

East Riding College will continue to be a leader in the economic and social development of the region, working in partnership to provide access to the highest quality education and skills training to meet the needs of individuals, employers and the communities we serve.

## SCOPE

This policy applies to all Members of the Board of the Corporation (“the Corporation”), employees and learners of East Riding College.

## POLICY AIMS AND OBJECTIVES

This document sets out a Code of Ethics for East Riding College and is intended as a guide. It does not seek to rehearse the legal framework governing the operation of the College, but takes as its starting point the distribution of powers and responsibilities set out in legislation, the 2008 Instrument of Government and the revised Schedule 4 Further and Higher Education Act 1992 as inserted by the Education Act 2011. It lays down general principles which can be used to determine action, which will conform to the high standards and values expected in the public sector.

## POLICY DETAIL

In all College activities it is important to develop and promote a set of core values relevant to the Mission of the College to provide high quality learning opportunities to learners.

As an institution within the public sector, the College accepts that those values must be in conformity with the principles laid down by the Nolan Committee for those holding public office, namely:

**Selflessness** - holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity** - in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** ~ holders of public office should promote and support these principles by leadership and example.

The College recognises its obligations to all those with whom it has dealings: - learners, employees, employers, suppliers, other educational institutions, funding agencies, the local authority and the wider community - and also to the public generally, and more particularly, the taxpayer.

The reputation of the College, including the trust and confidence of those with whom it deals, is one of its most vital assets, the protection of which is of fundamental importance.

The College demands and maintains the highest ethical standards in carrying out its activities.

In its dealings with individuals the College will adhere to the principles of natural justice and individuals' civil and human rights.

The College will seek to encourage a culture of openness aimed at ensuring that matters connected with the operation of the College can be discussed frankly with staff and learners. It will adopt and maintain procedures on whistle blowing, which will enable concerns to be raised on a confidential basis, where that is appropriate, both inside, and if necessary outside, the organisation.

The College is committed to securing equality of opportunity for all staff, learners and the community alike and to discharging its legal duties under relevant discrimination legislation.

#### **RESPONSIBILITY, REVIEW AND EVALUATION**

The Clerk to Corporation is responsible for reviewing the Code of Ethics at least every 3 years and submitting any revisions required to the Corporation for approval.

#### **CORRESPONDING POLICIES AND PROCEDURES**

Code of Conduct for Corporation Members

Staff Code of Conduct

Learner Code of Behaviour as stated in the Learner Handbook

College Charter for Success

Code of Practice in Relation to the Policy on Code of Ethics (attached)

**Janice Sunderland**  
**Clerk to the Corporation**

## **CODE OF PRACTICE IN RELATION TO THE POLICY ON CODE OF ETHICS**

### **STATEMENT OF INTENT**

The Corporation, College managers and staff will endeavour to meet the expectations contained in the Code of Ethics and take reasonable steps to ensure that the following Code of Practice in relation to the Policy on Code of Ethics is satisfied in every way.

### **LEARNERS**

The College outlines “your responsibilities” for its learners as stated in the Learner Guide.

The College believes that integrity in dealing with its learners or prospective learners is a prerequisite for success and an important statement of the value it offers.

The College will not give deliberately inadequate or misleading information on its learning programmes or other services.

In all advertising and public communications, the College will avoid untruths, concealment and overstatement about its programmes and achievements.

The College will avoid recruitment practices which involve the offer of improper financial or other inducements to learners.

The College will make all reasonable attempts to deliver learning programmes and support services to meet the individual needs of learners, efficiently and effectively to accepted quality standards, and will take reasonable steps to rectify shortcomings in the service delivered.

Learning support, information, advice and guidance offered to learners will be impartial and guided by the best interests of the learners.

The College will publish a Charter for Success setting out what learners and others can expect of the College and details of its complaints and appeals procedures. It will deal with all learners with equal care and respect.

The College will ensure that complaints are dealt with fairly, openly and efficiently.

Within the requirements of the law and in accordance with the General Data Protection Regulations, the College will maintain the confidentiality of information on individual learners.

The College will comply fully with the requirements of the General Data Protection Regulations and any subsequent EC Regulations, Directives or Acts of Parliament concerning access to and the freedom of information.

### **EDUCATIONAL PARTNERS**

The College is committed to collaborative arrangements that will benefit the institution and its Learners. While post-16 providers of education in the area do compete and offer choice, the College will seek to work collaboratively with other colleges and schools where possible to enhance provision in the area.

The College will not seek to damage the reputation of competitors either directly or by innuendo.

The College will provide information on individual learners to the Local Authorities and other institutions engaged in providing for the learning needs of the student in accordance with

agreed procedures, within the requirements of the General Data Protection Regulations and any other legal requirements.

The College will not seek to acquire information regarding competitors by unfair or disreputable means.

The College will not engage in unfair or restrictive practices with regard to the recruitment or retention of Learners.

The College will consult with institutions and / or service providers who might be affected on any significant proposals for change in the learning programmes or services it offers.

### **THE BOARD OF THE CORPORATION (“THE CORPORATION”)**

The Corporation has adopted a Code of Conduct for itself consistent with the principles laid down by the Nolan Committee on Standards in Public Life and the requirements of the Further Education Corporations (Former Further Education Colleges)(Replacement of Instrument and Articles of Government) Order 2007.

The Code of Conduct requires the maintenance of a Register of Interests of Board Members. This Register is open to public inspection from the office of the Clerk to the Corporation. Within the Register, Corporation Members are required to register those interests which are of relevance to the work of the College, in sufficient detail to allow the nature of those interests to be understood by enquirers.

The Corporation will seek to ensure that its Members are appointed on merit, after an open selection process, and are drawn widely from the diverse community it serves, having regard to the need for continuity and freshness, and for a range of skills and interests.

The Corporation is responsible for determining the educational character and mission of the College and for oversight of its activities; for approving the quality strategy of the institution; for the effective and efficient use of resources, the solvency of the Corporation, and the safeguarding of its assets; for approving annual estimates of income and expenditure; and for the appointment, discipline, pay and conditions of service of staff, in accordance with the Articles of Government.

The Corporation will adopt procedures which ensure sound financial decision-making, control and monitoring, to meet the requirements of the funding body and public audit.

The Corporation will ensure that information on its decisions is made widely available, having regard to proper confidentiality as determined by the Corporation and any legal requirements.

### **MANAGEMENT OF STAFF**

The College has adopted a Code of Conduct for its employees, based on similar principles to that for Corporation Members.

The staff Code of Conduct forbids employees from soliciting or accepting inducements in respect of any matter connected with the operation of the College.

The staff Code of Conduct will be consistent with the College’s belief in the right to freedom of speech, in respecting the freedom within the law, of academic staff to question and test received wisdom and to put forward new ideas or controversial or unpopular opinions without placing their employment in jeopardy. This includes the right of staff to speak freely and without being subject to disciplinary sanctions or victimisation about academic standards or

related matters, provided they do so lawfully, without malice and in the public interest, and with due regard for the Prevent duty.

Where the College includes confidentiality clauses in severance contracts this will not prevent staff who have legitimate concerns about malpractice raising those concerns with the appropriate authority.

As Accounting Officer for the College under the Financial Memorandum, the Principal and Chief Executive is responsible for the propriety of financial decision-making and will advise the Corporation of any requirements in respect of matters before it.

## **EXTERNAL RELATIONSHIPS**

The College recognises that it is responsible to the community it serves and will take steps to ensure that information on its activities is made widely available, noting any requirements for confidentiality that may be applicable and which shall be explained as necessary.

The College will be responsive to its community and within the framework of its own Mission Statement will seek to provide programmes and services relevant to the needs of individuals and employers.

The College will provide timely and accurate information on individual learners to employers and others providing sponsorship, within the confines of the General Data Protection Regulations and any other relevant legal requirement. The College will ensure that it contracts with organisations which comply with acceptable ethical standards and any legal duties, for example the general duty under the Equality Act 2010 which protects those who are an aspect of their identity defined as a “protected characteristic” relating to race, disability, sex, age, sexual orientation, religion and belief, gender reassignment, pregnancy and maternity, and marriage and civil partnership

## **COMPLIANCE AND VERIFICATION**

The College will require all its employees to adhere to its Code of Conduct for staff.

The College will create mechanisms by which employees and learners can express genuinely held concerns about behaviour or decisions they perceive to involve serious impropriety, and have them investigated, with a guarantee of confidentiality where needed.

The Corporation has appointed the Clerk to the Corporation as the person responsible for monitoring adherence to the Code of Conduct for Corporation Members, investigating alleged breaches and reporting to the Corporation of the Corporation. The Corporation will decide on any action to be taken to ensure compliance with the Code.

The Principal and Chief Executive will be responsible for initiating and supervising investigations into alleged breaches of the Code of Conduct by members of staff, and for ensuring that appropriate action is taken.

The College auditors may be asked to report on any practice which appears to breach the codes of conduct.

The College will ensure that the codes of conduct for Corporation Members and Staff are published and made widely available.

**Revision History: -**

First Approved by the Board of the Corporation on 26 March 2003

Reviewed and approved by the Board of the Corporation on 3 October 2007

Reviewed and approved by the Board of the Corporation on 7 October 2009

Reviewed and approved by the Board of the Corporation on 13 October 2010

Reviewed and approved by the Board of the Corporation on 12 October 2011

Reviewed and approved by the Board of the Corporation on 10 October 2012

Reviewed and approved by the Board of the Corporation on 9 October 2013

Reviewed and approved by the Board of the Corporation on 14 October 2014

Reviewed and approved by the Board of the Corporation on 12 October 2016

Reviewed and recommended for approval by the Search, Governance and Development Committee  
18 September 2019

Reviewed and approved by the Board of the Corporation on 8 October 2019