

## DURHAM UNIVERSITY - STAFF CODE OF CONDUCT

This Code of Conduct outlines the University's reasonable expectations of professional behaviour, to ensure that every member of the University community treats others and is treated themselves, with dignity and respect. Everyone must be able to work in a culture free of bullying, harassment and/or discrimination.

It is the responsibility of every member of the University to both act in accordance with this Code and to challenge others where they are not doing likewise.

The University has published five key [values](#): inspiring; challenging; innovative; responsible; and enabling. The University Community should, at all times, adhere to our values, which are an intrinsic part of our Staff Code of Conduct.

### SCOPE OF THE CODE OF CONDUCT

This Code applies to all employees, workers, academic visitors (including researchers and lecturers), honorary staff, lay members of Council, Professors in Practice, consultants, agency staff and contractors.

Breaches of this Code of Conduct could lead to disciplinary action.

### THE STAFF CODE OF CONDUCT

#### All staff should:

- be respectful and treat others equitably, whether engaging in person, virtually or by email;
- be kind to others and supportive;
- act with integrity, be honest and truthful;
- contribute constructively and positively and demonstrate good citizenship at all times;
- take the time to listen to others and understand their points of view, even when their views and opinions differ;
- positively engage with the University's initiatives related to respect, Equality, Diversity and Inclusion;
- look after their own wellbeing and be mindful of how we may impact on others;
- promote a sense of personal responsibility to raise matters of concern in a timely, constructive and appropriate manner;
- be fair, consistent and appropriately transparent in decision-making;
- maintain clear boundaries between professional and personal matters in line with the University [Conflict of Interest Policy](#); and
- adhere to University policies, relevant legislation and statutory requirements.

All staff, notably those in positions of leadership in Grades 7 and above, should be mindful of the Durham University [Leadership Attributes](#) and a responsibility to create a respectful and enabling culture. This includes colleagues setting an example in their conduct and being committed to effectively challenging negative behaviours.

### REPORTING INAPPROPRIATE BEHAVIOUR

Individuals who have experienced or witnessed inappropriate behaviour by a member of staff are encouraged to raise their concerns quickly and locally. Further information, and the support available, can be found on the [Staff Concerns Policy Hub](#).

Staff who have concerns about the University, which may not directly impact on them but which relate to the wider public interest, may make a disclosure under the University's [Public Interest Support \(Whistleblowing\) Policy](#).