

CANTERBURY COLLEGE POLICY

Code of Ethics
(to be read in conjunction with the College Charter)

EFFECTIVE DATE: December 2007

LAST REVIEWED: June 2011

REVIEWED BY: Clerk to the Corporation

NEXT REVIEW: June 2014

POLICY LEAD: Clerk to the Corporation

CODE OF ETHICS FOR CANTERBURY COLLEGE

INTRODUCTION

- 1 In all of the College's activities it is important to develop and promote a set of core values as identified in the Mission Statement to provide high quality learning opportunities for students.
- 2 As an organisation in 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, integrity, objectivity, accountability, openness, honesty and leadership.
- 3 The College recognises its obligations to all those with whom it has dealings – students, employees, employers, suppliers, other educational institutions and the wider community – and also the tax payer.
- 4 The reputation of the College and the trust and confidence of those with whom it deals is one of its most vital resources, the protection of which is of fundamental importance.
- 5 The College demands and maintains the highest ethical standards in carrying out its activities.
- 6 In its dealings with individuals, the College will adhere to the principles of natural activities.
- 7 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 the staff and students. It will, in addition, adopt 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.
- 8 The College is committed to securing equality for staff and students alike.

STUDENTS

- 1 The College believes that integrity in dealing with its students or prospective students is a prerequisite for success, and an important statement of the values it offers.
- 2 The College will not give deliberately inadequate or misleading information on its learning programmes or other services.
- 3 In all advertising and public communications, the College will avoid untruths, concealment and overstatement about its programmes and achievements.
- 4 The College will deliver learning programmes and support services to meet the individual needs of students, efficiently and effectively to accepted quality standards and will take steps to rectify any shortcomings in the service delivered.

- 5 Learning support, information, advice and guidance offered to students will be impartial and guided by the best interests of the student.
- 6 The College implements the College Charter, which sets out what students and others can expect of the College. It will deal with all students with equal care and respect.
- 7 The College will ensure that complaints are dealt with fairly, openly, efficiently and in line with College procedures.
- 8 Within the requirements of the law, the College will maintain the confidentiality of information on individual students.

EDUCATIONAL PARTNERS

- 1 The College will compete vigorously but honestly with other educational institutions offering similar learning opportunities.
- 2 The College will not seek to damage the reputation of competitors either directly or by innuendo.
- 3 The College will provide information on individual students to the Careers Service and other institutions engaged in providing for the learning needs of the student in accordance with agreed procedures, within the Data Protection Act guidelines.
- 4 The College will not seek to acquire information regarding competitors by unfair or disreputable means.
- 5 The College will not engage in unfair or restrictive practices in regard to the recruitment or retention of students.
- 6 The College will consult with partners who might be affected on any significant proposals for change in the learning programmes or services it offers.

THE CORPORATION

- 1 The Corporation will implement its Code of Conduct which is consistent with the principles laid down by the Nolan Committee and the requirements of its Instruments and Articles of Government.
- 2 The Clerk will maintain a register of Corporation members interests which will be open to inspection by the public. Corporation members will be 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.
- 3 The Corporation of the College will seek to ensure that its members are appointed on merit, through the Search Committee, and are drawn widely from the community it serves, having regard to the need to continuity and freshness, and for a range of skills and interests, advertising where relevant.
- 4 The Corporation is responsible for determining the educational character and mission of the College and for oversight of its activities; for the effective and efficient use of

resources, the solvency of the Corporation and the safeguarding of its assets; for the approving of 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.

- 5 The Corporation will implement existing procedures and develop, where needed, new procedures which ensure sound financial decision-making, control and monitoring to meet the requirements of the funding body and public audit.
- 6 The Corporation will ensure that information on its decisions is made widely available, having regard to proper confidentiality.

MANAGEMENT AND STAFF

- 1 The College will implement the Code of Conduct for its employees, based on similar principles to that for Corporation members.
- 2 The staff Code of Conduct includes forbidding employees from soliciting or accepting inducements in respect of any matter connected with the operation of the College.
- 3 The staff Code is consistent with the College Code of Practice on 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 of 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 standard or related matters, provided they do so lawfully, without malice and in the public interest.
- 4 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.
- 5 As Accounting Officer for the College under the financial Memorandum, the Principal 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

- 1 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.
- 2 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.
- 3 The College will provide timely and accurate information on individual students to employers or other providing sponsorship.
- 4 The College will ensure that its contracts with organisations comply with acceptable ethical standards.

COMPLIANCE AND VERIFICATION

- 1 The College requires all its employers to adhere to its Code of Conduct for staff.
- 2 The College will continue to implement the procedures by which employees and students 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.
- 3 The Corporation will appoint a person to be responsible for monitoring adherence to the Code by members of the Corporation, investigating alleged breaches and reporting to the Corporation. The Corporation will decide on any action to be taken to ensure compliance with the Code.
- 4 The Principal will be responsible, in line with College procedures, for initiating any investigations into alleged breaches of the Code of Conduct by members of staff and for ensuring that appropriate action is taken.
- 5 The College Auditors may be asked to report on any practice which appears to breach the Code.
- 6 The College will ensure that its Code are published and made widely available.