

## Disciplinary Rules

### Purpose and Context

The Disciplinary Rules provide guidance on the standards of behaviour that the University expects of its employees.

### Scope

This policy applies to all University employees, full and part-time, permanent and temporary.

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## 1 Introduction

- 1.1 Breach of the rules may result in disciplinary sanction, so it is important that all employees carefully read these rules, although the vast majority of employees will not be subject to any disciplinary action during their employment. If there are any points that you do not understand then you should ask your manager or Human Resources.
- 1.2 The procedure followed in dealing with cases of alleged misconduct is set out in the Disciplinary Procedure.

## 2 Equal Opportunities and Diversity

- 2.1 The University has an Equal opportunity and Diversity Policy and is committed to eliminating discrimination and will at all times seek not to discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified.
- 2.2 Unlawful discrimination will make employees liable to disciplinary action.

## 3 Health and Safety

- 3.1. At all times you must conduct yourself in such a way that you do not create a potential risk or injury or danger to yourself or anyone else.
- 3.2. You must comply with the procedure for reporting an accident. If you are uncertain about what to do you should seek advice from your manager.
- 3.3. Where there are specific safety rules that have been clearly indicated to you, you must comply with them at all times.
- 3.4. You must maintain general hygiene standards. However, if you work with food you must also follow specific hygiene rules which will be clearly indicated to you.
- 3.5. Where safety clothing or equipment is necessary to carry out a particular job you must use this at all times doing the job.

## **4 Smoking**

- 4.1. The University buildings are smoke free and you must not smoke within any University building (excluding smoking areas within the Student's Union).

## **5 General Conduct**

- 5.1. You will be expected to comply with reasonable management instructions and to observe any operational regulations of the University.
- 5.2. You will be expected to treat colleagues, students and visitors with respect and not to misuse your authority.
- 5.3. You must not fight with or physically or verbally assault colleagues or students or members of the public. If you or another person are physically assaulted, you are permitted only to take appropriate and reasonable defensive action.
- 5.4. You should not present yourself to work under the influence of alcohol or drugs such that it affects your ability to perform your duties. Where you are taking prescribed drugs which may affect your performance you must discuss this with your manager to assess the need to make temporary adaptations and adjustments to your work.
- 5.5. You must complete timesheets, claim forms etc. honestly

## **6 Official Conduct**

- 6.1. You must not use your position at the University for financial gain for yourself or another person.
- 6.2. You must at all times comply with the University's Financial Regulations.
- 6.3. You must be aware that to accept a gift or gratuity from anyone who deals with or is seeking to deal with the University can place you in a compromising position. You can accept a small gift of token value e.g. calendar, pen, book, review copy, where to refuse would impair relationships but should politely refuse if the gift is substantial explaining that you are not permitted to accept such a gift. If you are in any doubt you should discuss the matter with your manager.
- 6.4. Hospitality can be accepted where it is reasonably incidental to the occasion and not extravagant. Examples of what might be acceptable include an offer of a drink after a visit, an invitation to attend a function as a representative of the University. Examples of what would be considered unacceptable are accepting holidays, hotel, theatre tickets. If you are being offered hospitality or gifts you should ask yourself "could it be by accepting this, I was open to the suggestion that I was being improperly influenced?" If you are in any doubt you should discuss this with your manager.
- 6.5. You must not solicit gifts, gratuities or bribes.

- 6.6. You must not accept bribes. If anyone attempts to bribe you, you must immediately report this to your manager.

## **7 Professional Conduct**

- 7.1. You are required to comply with any statutory or contractual obligations with regard to your work.
- 7.2. You must not wilfully neglect your work.
- 7.3. You will be expected to comply with any provisions that may be required as a result of being a member of a professional body.
- 7.4. Your conduct outside work must not conflict with your official conduct at work.

## **8 Private Work**

- 8.1. Private work must not, in the view of the University conflict with or react detrimentally with the interests of the University or impact upon the image of the University.
- 8.2. You must follow University regulations regarding the reporting of private work.

## **9 Absence and Time-Keeping**

- 9.1. You should attend work as required and should report any unplanned absences to your manager as set out in the relevant sickness reporting procedure.
- 9.2. You must comply with annual leave and flexi-leave procedures where applicable.

## **10 Misuse of University Resources**

- 10.1. You must not steal or misappropriate University money, materials or equipment.
- 10.2. You must not maliciously damage University property or cause waste or loss of or damage to University property by neglect.
- 10.3. You must not use any University facility for private purposes unless authorised.
- 10.4. You can make personal telephone calls or use e-mail/internet provided this does not conflict with the satisfactory performance of your duties. All e-mail/internet use must be within the terms of the University's policy.

## **11 Gross Misconduct**

- 11.1. Certain acts of misconduct are so serious that the appropriate penalty is summary dismissal – this is dismissal without notice or pay in lieu of notice. These acts are termed gross misconduct and are likely to include the following:
- a) Theft, fraud and deliberate falsification of records
  - b) Physical violence
  - c) Bullying or harassment, including use of abusive or threatening language

- d) Unlawful discrimination
- e) Serious breach of the University's equal opportunity and diversity policy
- f) Deliberate damage to property
- g) Bringing the University into serious disrepute
- h) Incapacity whilst at work brought on by alcohol or illegal drugs
- i) Serious negligence which causes or might cause unacceptable loss, damage or injury
- j) Serious infringement of health and safety rules
- k) Breach of confidentiality (subject to the Public Interest Disclosure Act 1998).

11.2. These are examples and are neither exclusive nor exhaustive.

| <b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b> |   |
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| <b>Document name:</b>                        | Disciplinary Rules  |
| <b>Version Number:</b>                       | V1.2  |
| <b>Equality Impact Assessment:</b>           | Completed 9 May 2018  |
| <b>Approved by:</b>                          | Human Resources Group (HRG)   |
| <b>Date Approved:</b>                        | 28 November 2019  |
| <b>Next Review due by:</b>                   | November 2021   |
| <b>Author:</b>                               | HR Manager  |
| <b>Owner (if different from above):</b>      | Head of HR  |
| <b>Document Location:</b>                    | <a href="https://www.hud.ac.uk/media/policydocuments/Disciplinary-Rules.pdf">https://www.hud.ac.uk/media/policydocuments/Disciplinary-Rules.pdf</a> |
| <b>Compliance Checks:</b>                    | HRG regularly review to ensure compliance   |
| <b>Related Policies/Procedures:</b>          | Disciplinary Procedure  |

| <b>REVISION HISTORY</b> |               |   |               |
|-------------------------|---------------|---|---------------|
| <b>Version</b>          | <b>Date</b>   | <b>Revision description/Summary of changes</b>  | <b>Author</b> |
| V1.1                    | October 2016  | Formatting updates (minor amends not requiring committee approval)                                  | HR Manager    |
| V1.2                    | November 2019 | Formatting updates (minor amends not requiring committee approval) and transference to new template | HR Manager    |