Code of Ethical Conduct

Document Summary

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Code of Ethical Conduct

This Code of Ethical Conduct is aligned with key regulations and guidance from the Office for Students (OfS), Jisc, QAA, and Pearson to ensure that The City College operates with the highest standards of integrity and professionalism.

1. Introduction and Purpose

The City College is committed to excellence and integrity in all its endeavours to maintain the trust and confidence of its community and the public. All Directors, officers, and employees (collectively, the "Covered Parties") are expected to perform their duties with diligence and professionalism, adhering to the highest standards of honesty, integrity, and fairness.

This Code serves to:

- Emphasise our commitment to ethical conduct and legal compliance.
- Set forth basic standards of ethical and legal behaviour.
- Provide clear reporting mechanisms for known or suspected violations.
- Help prevent and detect wrongdoing and provide a safe environment, providing a caring, friendly and safe environment.
- To ensure Freedom of Speech within the law.

Given the variety of ethical questions that may arise, this Code is a general guide. When faced with ethically ambiguous situations, Covered Parties should keep the College's commitment to high standards in mind and seek advice from a Director.

2. Ethical Standards

2.1 Conflicts of Interest
Covered Parties must act with loyalty and care, making decisions solely to advance the best interests of the College. A conflict of interest exists when a Covered Party's personal interests interfere with the College's best interests. All Directors and employees must complete Conflict of Interest Disclosure Forms, as detailed in the separate Conflict of Interest Policy.

2.2 Fair Dealing
Covered Parties must act honestly, in good faith, and with professionalism. They must not take unfair advantage of another person through harassment, manipulation, or misrepresentation. Misusing privileged information or trade secrets is strictly prohibited.

2.3 Confidentiality:
Covered Parties must maintain the confidentiality of all non-public information. This includes sensitive information about the College and its constituents, and this obligation continues even after employment ends.

2.4 Protection and Proper Use of College Assets
Covered Parties must protect the College's assets, including physical facilities and intellectual property. The use of College assets for non-College business is prohibited, though incidental personal use may be permitted.

2.5 Compliance with Laws, Rules, and Regulations
All Covered Parties must comply with applicable laws and regulations at all levels of government in the United Kingdom. It is important to know enough about these laws to know when to seek advice from a supervisor.

2.6 Misrepresentations
No one should engage in conduct that constitutes a substantial misrepresentation of the College, its programs, fees, or the employability of its students. Students who believe they have experienced misrepresentation should contact a Director to report the matter.

3. Administration

3.1 Reporting Known or Suspected Violations: The City College encourages and protects all good-faith whistleblowing.

Directors and officers must promptly report any known or suspected violations to the Chairman of the Board of Governors.

All other Covered Parties, students, and the public should bring any known or suspected violations to the attention of their tutors or programme leaders, or use the anonymous drop-box system.

3.2 Accountability for Breaches
The Board of Governors will investigate all breaches of this Code. Penalties for a breach may include termination of employment or removal from office. Breaches may also lead to criminal and/or civil liability. All Covered Parties are required to cooperate in internal investigations.

4. Further Information and Resources

For additional details on the regulations that inform this Code of Ethical Conduct, please refer to the following sources:

- The Office for Students (OfS): As the regulator for higher education in England, the OfS sets out conditions of registration related to management and governance that this policy helps to meet.
- Link to OfS Regulatory Framework: Conditions of Registration
- The Committee of University Chairs (CUC): The CUC's Higher Education Code of Governance provides a national framework for good governance practice that institutions often align with.
- Link to the Higher Education Code of Governance

- Protect (formerly Public Concern at Work): This is a charity that provides free, confidential advice to workers on how to raise concerns about wrongdoing. It's a great resource for whistleblowers.
- Link to the Protect whistleblowing advice page
- Protecting students as consumers - Office for Students