



Enterprise Hub Member Code of Conduct and Disciplinary Procedure

Code of Conduct

This Code details the conduct and behaviour expected from Royal Academy of Engineering Enterprise Hub award recipients, alumni, mentors and Hub Members, collectively referred to as 'Hub Members'. For the avoidance of doubt, all individuals who receive support through an Enterprise Hub programme and successfully complete the full programme of activities become lifetime members of the Enterprise Hub and are expected to adhere to this Code.

The charitable aims of the Academy, as stated in Article 3 of the Charter, are "*the pursuit, encouragement and maintenance of excellence in the whole field of engineering to useful purpose in order to promote the advancement of the science, art and practice of engineering for the benefit of the public*".¹ Hub Members should therefore conduct themselves in a manner which supports these aims, and which upholds and enhances the reputation of the Academy and the Enterprise Hub.

The Academy aims to act in accordance with the highest standards of public life. Hub Members are expected to follow the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.²

In the event of alleged misconduct in professional life, or in personal behaviour which threatens the reputation of the Enterprise Hub and/or the Academy, the Disciplinary Regulation [below] will be invoked. If the allegations are upheld, this could lead to reprimand, suspension or expulsion from the Enterprise Hub.

Disciplinary regulations

For the purposes of the regulation, 'misconduct' means actions contrary to the Code of Conduct.

The Enterprise Committee may establish any number of Disciplinary Boards for the purposes of dealing with allegations of misconduct:

- 1) A Disciplinary Board shall comprise members of the Enterprise Committee, at least three of which shall be Fellows of the Academy.
- 2) Five members will be required for quorum for any decisions taken.
- 3) Disciplinary Boards shall be established as follows:
 - a) They will be convened for a specific case;
 - b) Any allegation of improper conduct against a Hub Member, whatever its source, shall be referred to the Enterprise Committee, who will consider whether or not to establish a Disciplinary Board to conduct an investigation.
 - c) The membership of the Disciplinary Board shall be proposed by the Enterprise Committee, in consultation with any other Academy Committees as is relevant to the specific case,

¹ <https://www.raeng.org.uk/RAE/media/General/About%20us/Royal-Academy-of-Engineering-Charter,-Statutes-and-Regulations.pdf>

² <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

- d) All proposed members shall be required to complete a declaration of interests form.
 - e) No member may participate in the proceedings of a Disciplinary Board if they have an association with; the accused Hub Member, the person making the allegation, the case itself, or if they are considered to have a conflict of interest.
 - f) The proposed membership is subject to approval by the Chair of the Enterprise Committee, or the Director of Enterprise and Sustainable Development, or the CEO of the Academy.
- 4) The Chair of the Disciplinary Board shall have power to suspend for a period of up to six months a Hub Member who has been convicted of a serious criminal offence, pending investigation by the Investigation Panel and consideration by the Disciplinary Board in accordance with the Disciplinary Regulations. Before ordering suspension under this regulation, the Chair of the Disciplinary Board shall give the Hub Member 7 days' notice in writing, and shall consider any representations made by the Hub Member that are received during that period. A serious criminal offence means any offence punishable by a Court of competent jurisdiction by a term of imprisonment of 12 months or more (whether or not any custodial sentence is in fact imposed).
- 5) The Chair of the Disciplinary Board shall have power to suspend any case under consideration by the Disciplinary Board in the event that the conduct of the Hub Member is also under consideration on the same or related grounds by the courts, a recognised regulator or the Hub Member's employer. The suspension shall automatically cease upon cessation of such court or regulator action.
- 6) The Disciplinary Board is free to seek any and all evidence to investigate the allegation as they see fit, and as a minimum shall send written notice to each party they consider relevant to the allegation, requesting the submission of evidence within 28 days of the issue of the notice.
- 7) The Chair of the Disciplinary Board will convene a board meeting to consider the allegations and review the evidence/documentation submitted by each party.
- 8) At any time during its considerations the Investigation Panel may dismiss the case if:
- a) a) it is satisfied that the allegation is unfounded or that there is no case to answer; or
 - b) b) it considers that the alleged misconduct is of such a nature that it calls for no further disciplinary action, in which event it may issue advice to the Hub Member regarding his or her professional conduct and may inform the complainant of the advice issued to the Hub Member.
- 9) The Disciplinary Board shall decide whether or not it is beyond reasonable doubt that the actions of the accused Hub Member fall below the standards expected from them.
- 10) If the Hub Member has been found guilty of misconduct, the Disciplinary Board shall have the power to take any combination of the following actions:
- a) Order the termination of their Hub Membership and the removal of his or her name from the roll of members of the Enterprise Hub.
 - b) Censure the Hub Member by way of a severe reprimand, including but not limited to, the temporary suspension of Hub membership and associated privileges and support, the time period to be determined by the Disciplinary Board.

- c) Recommend any existing programme contracts, activities and relationships provided through the Enterprise Hub and the Academy be reviewed.
 - d) Ban the Hub Member from receiving further benefits from the Enterprise Hub and/or the Academy.
 - e) Revoke permission to use the Academy and Enterprise Hub logos.
 - f) Revoke permission to refer to themselves as a Hub Member, Hub Mentor, Alumni, or any other term of association with the Enterprise Hub or Academy.
- 11) The Hub Member shall be notified in writing of the decisions and orders of the Disciplinary Board. The Disciplinary Board may publish the facts and particulars of its decisions and orders on the Academy's and Enterprise Hubs' website.
- 12) A party to an allegation who is materially affected by the decision shall have a right of appeal to an Appeals Tribunal which shall have the power to revoke, vary or uphold the decision of the Disciplinary Board. The decision of the Appeals Tribunal shall be final and conclusive.
- 13) Any appeal must be made within 28 days of the date on which the Disciplinary Board's decision is notified to the appellant.
- 14) The Appeals Tribunal shall be established as per clause 3, with the addition that members of the Disciplinary Board are excluded from participation.
- 15) An appeal against a decision of the Disciplinary Board may only be made on one or more of the following grounds:
- a) Jurisdiction, i.e. whether the alleged improper conduct was within the scope of the provisions of the Enterprise Hub member Code of Conduct;
 - b) Procedure, i.e. there was a serious breach of the procedure stipulated in the Disciplinary Regulations;
 - c) Perversity, i.e. the decision was perverse in the light of the evidence available to the Disciplinary Board;
 - d) Proportionality, i.e. the order of the Disciplinary Board was disproportionate to the gravity of the improper conduct of which the Hub Member was found guilty.
- 16) The appellant must state the reasons for each of the grounds given for the appeal.
- 17) An appeal shall be in the form of a review only and not a rehearing. The Appeals Tribunal shall only consider arguments on the basis of valid grounds in accordance with clause 15. No other evidence or arguments shall be considered.
- 18) The Appeals Tribunal will make its decision on the basis of written submissions only.

Annex 1 Examples of misconduct

The following is a non-exhaustive list of examples of misconduct and is intended for guidance only:

- Using confidential information revealed in a training session for commercial advantage.
- Unprofessional behaviour towards another Hub Member.
- Inappropriate behaviour towards a member of Academy staff of the Fellowship.
- Material failure to declare a conflict of interest when engaging in Hub activities.
- Misrepresentation of the Hub Members' relationship to the Academy.
- Misuse of Academy information systems.
- Misuse of the Academy premises.
- Bringing illegal materials into Academy premises.