

General Code of Conduct

Introduction

The purpose of this General Code of Conduct is to provide a single overview of the expectations on all people working with the Academy or attending Academy events. This includes employees, Fellows, awardees, volunteers, partners, suppliers, prize holders and programme participants. These expectations reflect the Academy Values and are crucial to promoting a positive and safe environment for all.

Mandatory Policies

All engaged in Academy activities or events are expected to adhere to all Mandatory Policies. These can be found on the [Academy website](#):

- Anti-Bribery Policy.
- Anti-Bullying and Harassment Policy.
- Anti-Sexual Harassment
- Conflicts of Interest Policy.
- Diversity and Inclusion Policy
- General Privacy Policy.
- General Safeguarding Policy.
- Health and Safety Policy.
- Safeguarding Children and Adults at Risk Policy.
- Whistleblowing Policy.
- National Security Risks Policy.

Legal Obligations

All engaged in Academy activities or events are expected to adhere to all relevant laws and regulations. These include but are not limited to:

- **Avoid and Disclose Conflicts of Interest:** You must actively avoid conflicts of interest in your role and promptly disclose any conflicts that may arise.
- **Prohibit Discrimination, Harassment, and Bullying:** Engaging in or tolerating any form of discrimination, harassment, or bullying is strictly prohibited. This includes actions based on age, ethnicity, gender, sexual orientation, disability, religion, or any other protected characteristic.
- **Maintain Professional Boundaries:** Clear and appropriate boundaries must be maintained with all individuals, especially vulnerable persons and children, to ensure their safety and well-being.
- **Prohibit Physical Intimidation and Unwelcome Behaviour:** Physical intimidation, unwelcome sexual advances, and inappropriate physical contact are strictly prohibited and will not be tolerated under any circumstances.

- **Provide Accurate Information:** You must not knowingly or negligently provide false or misleading information in any form of communication.
- **Respect Data Confidentiality:** The personal data rights of data subjects should be upheld. Do not infringe on the intellectual property rights of others.

Ethical Behaviours

The following ethical behaviours ensure all that work with the Academy or attend an Academy event are safe from harm and have a positive experience. This list of Ethical Behaviours is a reflection of the Academy Values and Mandatory Policies:

- **Treat everyone with respect, dignity, and fairness:** Ensure that all interactions are rooted in kindness and equity, recognising the inherent value of each person, especially where there is a clear imbalance of power.
- **Be mindful of language:** Avoid comments that draw attention to characteristics such as disability, skin colour, sexual orientation, gender identity, ethnicity, nationality, age, religion, or any other personal traits in a way that could cause offense or exclusion.
- **Respect differing opinions:** Engage constructively with others, appreciating diverse perspectives, professional backgrounds, and fostering open dialogue.
- **Take responsibility for your actions:** Own the outcomes of your decisions and behaviours and strive to make choices that reflect integrity and accountability.
- **Maintain professionalism:** Exhibit professionalism in your conduct, communication, and appearance.
- **Act with honesty and transparency:** Ensure that all interactions and communications are clear, truthful, and conducted in good faith.
- **Collaborate and share knowledge:** Work together to achieve common goals, generously sharing insights and resources to support collective success.
- **Use resources responsibly:** Utilise the organisation's time and resources with care and efficiency, ensuring they are used for their intended purposes.
- **Prioritise health and safety:** Look after your own well-being and that of others, maintaining a safe and healthy environment for all.
- **Safeguard the Academy reputation:** Refrain from actions, including social media posts, that could damage the integrity or reputation of the organisation.
- **Report ethical concerns:** If you encounter behaviour that violates these behaviours, report it promptly to ensure that appropriate action can be taken.

More Information

Breaches of this code of conduct will be handled in accordance with the relevant policy (see Appendix A Summary of Disciplinary Procedures). Further detail about Academy policies, including how to raise a complaint, can be found on our [website](#).

If you have other questions or would like to discuss anything in more detail, please contact our People Team on peopleteam@raeng.org.uk.

Appendix A – Summary of Disciplinary Procedures

The disciplinary procedure for misconducts depends on who is involved in the incident:

Offender:	Receive and manage report:	Investigated By:	Decision Maker:
Staff	Line Manager	People Team	Director of staff member and Director of People
Fellow	Conduct Committee Secretary	Investigation Panel	Conduct Committee
Awardee / Participant	Programme Manager	Relevant Head	Head or Director Or a Disciplinary Board for serious offences.
Partner / Supplier	Governance Team	Governance Team	Head or Director

If the injured party is a child or vulnerable adult, the safeguarding procedure must be followed:

Injured Party:	Submit report to:	Investigated By:	Decision Maker:
Child or Vulnerable Adult	Safeguarding Lead	Safeguarding Lead	CEO w/ Safeguarding Lead and Director of People

Additional procedure notes:

- The investigation must be impartial, confidential, timely, respectful, fair and transparent.
- The alleged offender may be asked to cease Academy activities while the investigation is taking place.
- A breach in the Code of Conduct may lead to disciplinary action such as warnings, suspension, or termination.
- More serious breaches could lead to legal proceedings or being reported to the police.

Refer to the [Disciplinary Procedures](#) for more information.