

**At Suffolk New College our values and code of conduct help define the way we work, our culture and the type of environment we choose to work in.**

## **Our Values**

- Openness and trust
- Having a learning culture to support all staff
- Providing platforms for expressing opinions, concerns and views for all staff at all levels
- Involvement in decision-making
- Recognising, appreciating and celebrating achievement and success
- Actively encouraging and finding time for continued professional development
- Creating time to generate new ideas and experiment
- Valuing and respecting differences and views of others, promoting diversity

**The code of conduct is a reminder of the expected and appropriate professional conduct we require from all of our staff.**

## **Our Code of Conduct**

As a member of Suffolk New College you are required to;

- Remember to wear your college lanyard and identification badge whilst at college.
- Adhere to your contract of employment and all the policies and procedures which are published on the staff intranet.
- Conduct yourself in a reasonable and responsible way which reflects behaviours associated with a professional working environment e.g. honesty, integrity, respect and reflects our cultural values.
- Take pro-active responsibility for health and safety.
- Consider your behaviour and actions, including your online activity to ensure your actions do not have a negative impact on the college or its reputation.
- Have due regard for confidentiality and data protection.
- Take pro-active responsibility for the safeguarding and wellbeing of all our students.
- Remember not to share personal information or contact details with students on or offline.
- Avoid in all circumstances entering into personal relationships with students.
- Avoid putting yourself in a vulnerable position when working with students.



**Suffolk  
New  
College**