

STAFF CODE OF CONDUCT – August 2006

Introduction

The London Deanery is responsible for a large amount of public money and the overview of the provision of quality postgraduate education for doctors and dentists. It is therefore important that these responsibilities are carried out with the highest level of integrity and that these are performed in a transparent and accountable manner. The Code of Conduct aims to assist staff to achieve this by clarifying appropriate standards of behaviour.

Personal Interests

You must declare any personal interests where these may cause harm to, or conflict with (or has the potential to conflict with), the interests of the London Deanery (University of London). Declarations of personal interest should be made to the Head of Department who will notify the Human Resources Department. The HR Department will maintain a record of all declarations made. Heads of Department will decide on whether any action is required.

A personal interest would include personal friendships or relationships, business/financial relationships and relations either through blood or marriage. If there were any doubt as to whether a particular relationship constitutes a personal interest, it would be appropriate to seek advice from the Human Resources Department.

Gifts & Hospitality

You or your family/partner should not accept any gifts of value from anyone in relation to the performance or non-performance of London Deanery business. Gifts of small value (e.g. pens, diaries, calendars, chocolates) are acceptable. If you are offered gifts other than these, you should report the offer to your Head of Department. The Head of Central Services holds a gifts register to record offers and where gifts have been accepted. This part of the code would also cover other gains, rewards or advantage, such as offers of employment, discounts on products or any form of fringe benefit.

London Deanery will reimburse you for reasonable costs incurred when carrying out your duties. You may accept offers of meals or drinks provided this is not excessive and is integral to the performance of your duties e.g. you are on a contractors site all day. Other hospitality should not be accepted without the agreement of the Head of Department. If you are in doubt seek advice from the Head of Finance & Contracting or Head of Central Services.

Financial Regulations & Tendering

You must carry out your duties in accordance with the law, the Purchasing and Tendering Policy of the London Deanery and the financial regulations and rules of the University of London and, where appropriate, the London Strategic Health Authority. You must ensure that value for money is obtained and expenditure appropriately documented.

Confidentiality

Confidential information that comes into your possession must be used and stored in manner that does not lead to unauthorised disclosure. Information must be processed accordance with the law. In particular the requirements of the Data Protection Act 1998 are brought to your attention. This requirement extends beyond the end of your employment with the London Deanery.

If your duties require you to take confidential information outside of the building either electronically (including the downloading of data to a Desktop or Laptop computer) or on paper, you have a particular responsibility to ensure the security of such data.

None of the above seeks to restrict your rights under the Public Interest Disclosure Act 1998. This is commonly known as the "Whistle Blowing Act". The University has a Policy on whistle blowing which forms Appendix 8 of the Terms & Conditions booklet issued to you. This Policy is amended to reflect the different reporting lines at LPMDE.

Employment

If you have a personal interest (as defined above) in any candidate for a vacancy or appointment where your position allows you to participate in, or influence, the selection, you must notify your Head of Department. Similarly, you must notify your Head of Department if you have a personal interest in a member of staff for whom you have managerial responsibility or influence over pay or benefits.

If you have outside employment that may conflict with your duties or responsibilities to London Deanery (University of London), you must notify your Head of Department.

Equalities Issues

You must ensure that you comply with the requirements of the law and of the University of London Policy. The University of London/Deanery Policy is that all staff have the right to be treated fairly and with dignity and have the duty to treat others in the same manner. Discrimination and harassment will be treated as serious disciplinary offences. The Policy and Statement form Appendix 5 of your Terms & Conditions Booklet.

Information Technology

The processing of data through the use of IT can have legal consequences for both the organisation and the individual member of staff. The London Deanery IT Acceptable Use Policy provides rules and advice that will help you avoid these consequences and you should follow the Policy at all times. Personal use of IT is strictly in accordance with the Policy.

Contact with the Media

Responding to media requests must be handled very carefully. You must not respond to media enquiries about the London Deanery, University of London, Strategic Health Authority, Department of Health or NHS business. Media enquiries should be directed to the Head of Central Services or may be directly handled by the responsible Head of Department. Where you are responding to media enquiries in another capacity, you must ensure that this it is clear that you are no responding in a Deanery capacity and that your response does not represent a conflict of interest with your Deanery role.

Publications

The relevant Dean must clear publications by staff that use their Deanery title or position. The Deanery aims to produce the highest quality publications that reflect well on the organisation and is sensitive to the Deanery's accountabilities. Even where staff do not publish in a Deanery capacity, it is important that their publication is not in conflict with the Deanery's work.

Breaches of the Code

Breaches of the Code will be dealt with under the London Deanery disciplinary procedure or where the individual is not an employee, through a formal investigation and appropriate sanctions.

Further Guidance

If you require further guidance on any of the above you can speak to your Head of Department or the Head of Central Services.