

RESEARCH AND DEVELOPMENT - CODE OF CONDUCT

Purpose of the Code of Conduct

- The purpose of this Code of Conduct is to provide guidance on the different skills and expected behaviours that are required by everyone working within Research and Development.
- It will ensure that everyone is clear about the Department's expected behaviours and desired ways of working, in addition to the professional requirements of the role of staff members
- It outlines clear standards of the behaviour expected at all levels
- It demonstrates the commitment of the Department to treating everyone with respect
- It demonstrates the commitment of the Research and Development Management Team
- It will provide consistency with regard to how people should both be treated and should treat others in Research and Development

Code of Conduct

Protecting Dignity:

- ✓ Respect and protect the privacy of working colleagues
- ✓ Don't judge others; remember that we are all different

Valuing Diversity:

- ✓ Respect differences
- ✓ Treat everyone equally and with dignity
- ✓ Respect everyone's point of view
- ✓ Respect everyone's values
- ✓ Two-way trust
- ✓ Involve everyone in decision making

Positive and effective communication:

- ✓ Communicate in a positive way in your Team and across the whole Department
- ✓ Actively listen and demonstrate you are listening through your body language
- ✓ All to remember that poor behavior has an emotional impact
- ✓ Act on feedback
- ✓ Confidentiality is key to positive communication
- ✓ More honesty
- ✓ Criticism only to be made constructively
- ✓ Improved face-to-face communication
- ✓ Demonstrate good manners
- ✓ Follow up emails with a phone call to clarify

- ✓ Use of standard communication across all staff groups
- ✓ Use appropriate language

Taking personal responsibility:

- ✓ Contribute to the work of the Department by making suggestions for improvement or different/new ways of working
- ✓ Staff encouraged to attend regional meetings to share good practice, etc.
- ✓ Be professional at all times
- ✓ Be open and honest
- ✓ Be confidential at all times
- ✓ Use personal reflection as a way to improve

Managers' and supervisors' additional responsibilities:

- ✓ Set the standards that everyone should work to
- ✓ Treat everyone fairly
- ✓ Lead by example
- ✓ Keep staff informed
- ✓ Encourage ideas on new ways of working
- ✓ Regular 1-2-1's for all line managers to ensure that the Code of Conduct is being used and contributing to the well-being of all staff
- ✓ When dealing with issues consult the relevant Policy and follow the Policy
- ✓ Formal introduction/induction for all new staff