



# Code of Practice for Employees, Trustees and Volunteers

1.	Introduction .....	1
2.	Why do we have a Code of Practice? .....	1
3.	This Code of Practice reflects the following key principles: - .....	1
3.1	Employee Rights.....	1

## 1. Introduction

1.1 This document offers guidance on good practice for everyone involved in NMITE, whether they are employees, Trustees or volunteers. The Code of Practice is based upon NMITE's Shared Principles, Values & Behaviours (Appendix 1).

## 2. Why do we have a Code of Practice?

2.1 At NMITE, we strive to perform with integrity – every day and in everything we do. Ethical behaviour is the cornerstone of integrity and is everyone's responsibility. The Code of Practice expresses our intent and expectations to all those involved within NMITE.

## 3. This Code of Practice reflects the following key principles: -

### 3.1 Employee Rights

- i. All people involved in NMITE should recognise and ensure that everyone has an equal right to participate without fear of abuse, discrimination, harassment or bullying
- ii. Employees, Trustees & Volunteers shall:
  - Seek to participate free from the fear of abuse
  - be treated with respect and courtesy at all times
  - Not discriminate against any individual for any reason whether age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership.
  - Challenge discrimination whatever form it takes
  - Behave with discretion when discussing any individual and avoid any public criticism that they may find demeaning
  - Communicate with each other in a way which reflects respect and care;



### **3.2 Relationships**

- Employees, faculty, officials and volunteers should build relationships within the organisation which are open and honest and founded on mutual trust and respect.
- Employees, Trustees & Volunteers shall:
- Always take action if they are concerned about anyone’s behaviour towards another employee, faculty member, member of staff or student
- Never behave in a way that could be construed as abuse of any kind
- Limit any physical contact to what is necessary and always explain why and ask permission before hand
- Never engage in any sexually related activity with participants under the age of 18
- This includes any innuendos, flirting, inappropriate gestures or terms
- Understand the possibility of conflicts of interest and have a willingness to resolve them

### **3.3 Personal Standards**

- i. Employees, Trustees & Volunteers should demonstrate proper personal behaviour and conduct at all times and shall:
  - Be fair, honest and considerate
  - Be a positive role model
  - Act with respect, control, dignity and professionalism at all times
  - Create an environment where employees can raise concerns without fear of retaliation.

### **3.4 Professional Standards**

- i. Employees, Trustees & Volunteers shall:
  - Strive to be professional, accountable and accept responsibility for their actions
  - Contribute to the development of their field of expertise by supporting and exchanging knowledge and ideas with others for the good of the organisation
  - Promote the rules and regulations and NMITE policies and procedures as identified to ensure that everyone can participate in an enjoyable and safe environment
  - Be committed to ensuring that all activities, projects and other events run are planned, developed and delivered to the best of their ability
  - Be committed to their own professional development as well as supporting all those around them to do the same
  - Never mislead anybody for personal gain



- Always promote NMITE in all that is done for the organisation

#### **4. Safe & Responsible Working**

- 4.1 NMITE is committed to creating and maintaining a safe working environment for all.
  - i. We must take responsibility for observing all safety and health rules, policies and procedures.
  - ii. We should all pro-actively address safety concerns before they cause an accident or injury by bringing them to the attention of our Managers.
  - iii. Suggestions to improve workplace safety are welcome.
- 4.2 You are advised and directed toward the policies and procedures for NMITE for more information on specific areas of interest including Discrimination, Discipline, Equal Opportunities and Dignity at Work, Grievance policies etc.

#### **5. Appendix 1 - Shared Principles, Values and Behaviours**

- 5.1 To act at all times towards others with transparency, respect and humility and to adhere to the highest standards of institutional governance and financial management.
- 5.2 To place the well-being and security of its learners and employees, and their data, at the heart of the design of its environment and operations.
- 5.3 To develop and maintain a learning and living environment where challenging opinions can be expressed and heard; where every voice, from whatever perspective, is invited and free to speak and live without fear; where each voice is considered to be equally important; and where any voice can speak or disagree openly with confidence that others will listen patiently and respectfully.
- 5.4 To commit and engage fully as an active citizen of the NMITE community; motivated by concern for others; focused on selfless contribution; and communicating and behaving ethically, honestly and truthfully at all times and in all circumstances.



- 5.5 To take personal responsibility for making an individual contribution to NMITE and its community, and to play an energetic and fully contributing part in teams working to develop and sustain NMITE.
- 5.6 To support the evolution and delivery of a programme of engineering learning that is truly interdisciplinary within the profession and truly liberal in the integration of other disciplines, knowledge and skills; which is accessible to learners with different learning styles and at different points in their learning; and which inspires a profound and deep understanding of engineering and the real world contexts in which engineering is done.
- 5.7 In so doing, listen carefully and reflectively so as to ensure that NMITE's learning programme and working environment incorporate the input of and deliver meaningfully to all of NMITE's Engineers and Employers.
- 5.8 To embrace change and renewal in the continuous evolution of NMITE, creating and supporting an active and mutually rewarding relationship of lifelong learning; to constantly seek and learn from global best practices; and to set a standard for and commitment to sharing new and better approaches to learning.
- 5.9 To develop, evolve and deliver life- and career-changing engineering learning, in a learn-by-doing safe-to-fail environment; encouraging and supporting engineers who will be known by their qualities as NMITE Engineers: resilient, curious, creative, innovative, empowered, team-focused, entrepreneurial, thoughtful, proud, and highly capable.
- 5.10 To commit to working and engaging openly with and within Hereford, Herefordshire and communities beyond to help build and support an economic, social and educational ecosystem; to think and engage as a collaborative partner, understanding the implications for and respecting input from the community; and seeking to deliver for the collective good.

### **Delivering a step change**

By living its vision, principles and values, and only by living these, NMITE will itself transition to a sustainable, resilient institution; and by so doing enable the faces of engineering to be reimagined.