

to be adjusted, please advise the relevant HR Department of your concerns so that they can be considered when this code is reviewed.

1.3 Structure of the code

This code introduces a number of concepts which are outlined in general terms and then developed in more detail in subsidiary policies which are available on the IIS' online staff handbook equivalent (the PEP system, available through the relevant links on www.iis.ac.uk)

structure, and aspects of UK legislation specific to such public sector organisations do not apply.

1.5 Training on the application of the code

All employees will be trained on the concepts in this policy and their application in the workplace. All employees who join either Institute after the roll-out of this general training will have this policy outlined as part of their general induction to the organisation by the Human Resources Departments and it will form part of their contract of employment.

1.6 Guidance on the application of the code

Employees should seek guidance on the application of these policies, if they require such, initially from their line manager or Head of Department. If that does not resolve the issue, they both should then jointly contact the Human Resources Department.

- make sure that staff know what standards of behaviour are expected of them;
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Where an employee's unsatisfactory or deteriorating work performance could be associated with the effects of drinking alcohol or the use of other drugs, the Institute may take appropriate action under its disciplinary procedures.

Any employee or line manager who suspects that a colleague has a drinking/alcohol or drugs problem that is affecting his/her work should consult the Human Resources Department for guidance and advice.

Further information is available at Appendix 12 on Alcohol and Substance Misuse within AKU-ISMC policies and in the Alcohol and Substance Misuse policy (policy B24 on the PEP system) at the IIS. The Disciplinary policy at the IIS is described in the Policy of the same name (B1 on the PEP system).

2.4 Bribery, Corporate Entertainment and the Acceptance of Gifts

Employees are not permitted to accept gifts in cash or in kind from vendors, suppliers, students, other employees, or any other persons/institutions, for services rendered, or on the basis of professional/business relationships developed.

'Gifts' will not refer to flowers and eatables like chocolates etc. often given by students to employees in the department as a whole or to institutional/commercial giveaways of nominal value. Thus, small gifts that are genuinely given as tokens of appreciation are acceptable, provided the recipients do not subsequently treat the sender of the gift more favourably than other students, vendors, clients, customers, employees, suppliers or contractors.

Employees should, as far as possible, politely decline the offer of gifts and communicate that they are not permitted to accept gifts as an institutional policy. However if the presenter is insistent, the employee should inform him/her that the gift will not be retained but will be donated to a charity.

Any persons desiring to give expensive gifts should be encouraged to make a donation to the Institute of the equivalent amount in lieu, and be guided to the Finance Department.

If, in the opinion of the employee's line manager, a gift clearly constitutes a bribe or other inducement, the employee will be asked to pass it to the Human Resources Department who will return it to the sender with a suitable letter explaining the Institute's policy and asking the sender to comply with the policy in future. The IIS's Anti-Bribery policy is covered in the policy of the same name (policy B25 on the PEP system). For AKU-ISMC, details can be found within the policy on Acceptance of Gifts.

If the Institute discovers a supplier or contractor has been used wholly or mainly because of the incentive of a free gift and, as such, the employee has not acted in the best interests of the Institute, this will also constitute a disciplinary offence and will be dealt with in accordance with the Institute's disciplinary procedure. Depending on the gravity of the offence, it may be treated as gross misconduct and could render the employee liable to summary dismissal.

The receipt of all gifts will be closely monitored by the Institute, and is covered in more detail in the policy of the same name (B26 on the PEP system).

- using the Institute's resources to assist with political activity, e.g. use of the Institute's printers, faxes, photocopiers or mobile phones to print, copy or transmit political leaflets or messages;

Managers who become aware that an employee has acted in breach of this policy have a duty to investigate the matter promptly and thoroughly and to take corrective and/or disciplinary action. Equally, if an employee complains (whether informally or through the Institute's formal grievance procedure) about a colleague's conduct in respect of this policy, the manager should take prompt action to resolve the matter and put a stop to any behaviour that breaches the policy.

Most incidents should be capable of being dealt with informally, e.g. the manager should speak to the employee privately and suggest that he/she refrains from raising political issues at work. However, it may be necessary in more extreme cases to instigate the Institute's formal disciplinary procedure and/or invoke the bullying and harassment procedure. The Human Resources Department will assist any manager in dealing with breaches of this policy. The same policy is covered within Appendix 15 of the AKU-ISMC HR Policies Manual, and policy B1 on the IIS's PEP system.

3.2 Dress and appearance

This policy is designed to guide employees on the required standards of dress and appearance. All employees' appearance must be professional at all times both within the workplace and when representing the Institute either internally or at external events.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use common sense in adhering to the principles underpinning the policy. The management of the Institute will be the sole judge of what is and is not appropriate for the purposes of this policy.

The Institute recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety, security and other similar considerations.

All employees are required to be neat, clean and tidy while at work, whether working on the Institute's premises or elsewhere. Employees may wear casual clothing to work. However, certain items that are not permitted at work are:

- scruffy/torn trousers;
- micro- or very short mini-skirts;
- low cut t-shirts, blouses and transparent clothing;
- shorts;
- sports clothing, for example tracksuits and football shirts;
- sweatshirts or t-shirts with slogans or symbols that could cause offence;
- trainers; and
- Excessive jewellery.

Employees who meet with clients/customers/members of the public should wear a business suit or smart jacket/blazer plus coordinating trousers/skirt and smart shirt/blouse. Female employees may wear a dress with or without a jacket as an alternative to a suit.

3.3 Smoking and smoking breaks

In compliance with the relevant legislation, the Institute operates a no-smoking policy. In pursuing this policy, the Institute actively supports the view that no member of staff, student or visitor should be involuntarily subjected to passive smoking which may expose them to an unnecessary health risks.

Staff members are not allowed to smoke on the institute's premises; they are only permitted to smoke whilst off duty (in their official 'lunch hour' only) and in unenclosed areas outside. In order to promote the health and welfare of all staff and to ensure fairness in working conditions, the Institute does not permit any smoking breaks during working time unless staff members opt to smoke outside the premises during their allocated lunch hour. If a staff member chooses to smoke during their official lunch break, s/he should be at least 50 metres away from the Institute's premises.

Staff members are required to strictly adhere to this policy to ensure a healthy and conducive work environment.

For the avoidance of doubt, use of e-Cigarettes is considered as smoking and is therefore covered by this policy.

3.4 Gambling

Gambling activities must not be conducted on the Institute's premises. Discretion may be used in relation to small and occasional raffles for charitable purposes or occasional sweepstakes and so on.

3.5 Use of Official Stationery

The Institute authorises staff to use official stationery for business purposes. Official stationery includes letterheads, visiting cards, greeting cards, files, etc. as well as the digital equivalent.

Letterheads must be used for official purposes only. These should not be used for personal references (unless if a faculty member is providing a reference for a student or alumnus),

- Employees' property
- Mail
- Mobile phones

The Institute will not accept liability for personal property that has been lost or damaged during the course of employment as it is the responsibility of employees to safeguard their personal belongings.

The Institute may consider involving the police and/or investigating employees suspected of damaging or stealing personal property belonging to other members of staff, and if necessary, taking appropriate disciplinary action in accordance with the Institute's Disciplinary procedure.

3.7 Participation in marketing activities

messages on any social media platform or application. Failure to abide by this principle could also result in the Disciplinary policy being applied.

3.9 Attendance at meetings

Employees should normally make every effort to attend meetings on time and suitably prepared, and make, where appropriate, a suitable contribution.

Employees from time-to-time may not be able to attend scheduled meetings or training events due to unforeseen circumstances such as travel difficulties. Wherever possible employees should give the meeting organiser as much notice as possible of their absence or expected arrival time.

3.10 Clear desk policy/tidiness

Employees are expected to keep their own workspace as well as other rooms or offices that they use in a suitably clean and tidy state. Everyone is expected to take responsibility for cleaning or tidying 'public' rooms after presentations, events or training activities. All employees are also expected to keep their own wo

Annexe A – subsidiary documents

- Discipline policy (B1 on the PEP system)
- Equal Opportunities and Dignity at Work Policy (B3 on the PEP system)
- Data Protection Policy (B5 on the PEP system)
- Computer and Internet misuse policy (B7 on the PEP system)
- Staff and Student Relationships policy (B13 on the PEP system)
- Alcohol and Substance Misuse policy (B24 on the PEP system)
- Anti-bribery policy (B25 on the PEP system)
- Acceptance of gifts policy (B26 on the PEP system)
- Whistleblowing policy (B27 on the PEP system)

The documentation specified in Annexe A is available on Moodle.