



## CODE OF CONDUCT

St Antony's College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

All members of the St Antony's College community – whether students, Governing Body Fellows, staff, Senior Members, alumni or associates – have a role to play in supporting this aim, and in sustaining the highest ethical standards in all their interactions, whether virtual or physical.

The College values integrity, honesty and fairness and strives to integrate these values into its teaching and learning, research, and business and operational practices.

### **Purpose**

This Code of Conduct is a shared statement of commitment to upholding the highest ethical, professional and legal standards as the basis for our daily and long-term decisions and actions.

When acting on behalf of the College or as a College member, we must all be conscious of and ensure we comply with the relevant policies, standards, laws and regulations that guide our work. College policies may include, but are not limited to the following: Anti-Bribery Policy; Anti-Slavery Policy; Code of Practice on the Protection of Children and Vulnerable Adults; Code of Student Discipline; Complaints Policy & Procedure; Conflicts of Interest Policy; Data Protection Policy; Equality Policy; Harassment Policy & Procedure; Information Security Policy; Purchase to Pay Procedure; Staff Handbook. College policies and procedures are available on our website ([Our policies and procedures | St Antony's College \(ox.ac.uk\)](#)) or on SharePoint ([St Antony's College - Hub - Home \(sharepoint.com\)](#)) (Single Sign-On required).

The College aligns with University policy in all relevant areas, and expects that its alumni and associates will abide by the University of Oxford's [Alumni Code of Conduct](#).

We are individually accountable for our own actions. As members of the College community, we are individually and collectively accountable for upholding the highest standards of behaviour and compliance with all applicable laws and policies.

### **Standards of Integrity, Honesty and Fairness**

St Antony's recognises that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the College. St Antony's must strive at all times to maintain the highest standards of integrity.

Frequently, St Antony's business activities and other conduct of its community members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others will govern our conduct at all times.

In addition, each individual is required to conduct College business transactions with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated because it is 'customary' outside St Antony's or that it serves other worthy goals. Expediency should never compromise integrity.

### **Confidentiality & Privacy**

Community members receive and generate on behalf of the College various types of confidential, proprietary and private information. It is imperative that each community member complies with all laws, agreements with third parties, and College policies and procedures pertaining to the use, protection, and disclosure of such information. Such policies apply even after the community member's relationship with St Antony's ends. More information is available at [How We Use Your Data | St Antony's College \(ox.ac.uk\)](#).

### **Complaints**

Adherence to this code makes us each responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the College's attention. Raising such concerns is a service to the College and will not jeopardise your position or employment or other relationships with the College.

Complaints will be dealt with under the relevant policies and procedures of the College. These may include the Policy & Procedure on Harassment or the Complaints Policy & Procedure, or other such policies or procedures as may be deemed to apply. You can find our policies and procedures on our website at [Our policies and procedures | St Antony's College \(ox.ac.uk\)](#).

Approved by Governing Body, 15 June 2022