

Code of Conduct

Effective date: 12 March 2025

Last reviewed/updated: 19 March 2025 (MET)

Next review date: 2028

Policy owner: Bursar

Approved by: Governing Body, 15 June 2022, amendments approved by MET 12 March 2025

1. Purpose

- **Objective:** This Code of Conduct is a shared statement of commitment to upholding the highest ethical, professional and legal standards as the basis for St Antony's College's daily and long-term decisions and actions. It incorporates the requirements of the Worker Protection Act (October 2024), which introduced a new proactive duty on employers to take reasonable steps to prevent sexual harassment (defined as unwanted conduct of a sexual nature, including banter). This Code of Conduct serves to remind all those who may work for or with the College that such conduct is not tolerated.
- **Scope:** All members of the St Antony's College community – whether students, Governing Body Fellows, staff, workers, contractors, College Members or alumni – have a role to play in supporting these aims, and in sustaining the highest ethical standards in all their interactions. The Code applies equally to physical/in-person activity, and to virtual/online interactions, such as online events.

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.

2. Policy statement

- **Overview:** St Antony's College is committed to fostering an inclusive culture which promotes our [values](#) of being **outward-looking, respectful, diverse** and **curious**. We value integrity, honesty and fairness, and strive to integrate this into our scholarship, research, and business and operational practices. We seek to create a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

- **Specific Provisions:** All College members as asked, when acting on behalf of the College and in their interactions with College colleagues and visitors, to be conscious of and ensure compliance with the relevant policies, standards, laws and regulations that guide our work.

3. 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.

Therefore, 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.

4. Confidentiality and Privacy

College members receive and generate on behalf of the College various types of confidential, proprietary and private information. It is imperative that each individual 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 \(ox.ac.uk\)](#).

5. Complaints

- **Procedure:** Complaints will be dealt with under the relevant policies and procedures of the College. These may include the [Policy & Procedure on Harassment](#) or the [Student Complaints Policy & Procedure](#), as well as 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 \(ox.ac.uk\)](#). Policies of specific relevance to students can be found in the [Student Handbook](#). Policies of specific relevance to employees can be found on [SharePoint](#) (Single Sign-On required).

- **Raising 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.

6. Review and Revision

- **Review Cycle:** three-yearly unless otherwise required

- **Revision History:** introduced June 2022; revised February 2025 to take account of the Worker Protection Act 2024 and the College values.

7. Related Documents

- **References:** [Worker Protection Act 2024](#)

Relevant College policies may include, but are not limited to the following:

[Conflicts of Interest Policy](#)

[Code of Student Discipline](#)

[Equality Policy](#)

[Policy & Procedure on Harassment](#)

[Safeguarding Policy](#).

College employees should also see the relevant policies on [SharePoint](#).

Other policies can be found at [College Policies - St Antony's](#) and, for students, at [College Policies and Codes of Practice - St Antony's](#).

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](#).

8. Contact Information

- **Policy Owner:** bursar@sant.ox.ac.uk
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