



## **STAFF CODE OF CONDUCT (COC)**

1. The COC is intended to guide the professional and personal conduct of Staff in the course of their employment with the College. Staff must adhere to both the spirit and the letter of the COC at all times by exercising good judgment so that their actions uphold the values of the College at all times and do not compromise its standing and reputation.
2. The COC is founded on the core principles and IMSC's values set out below which are expected of all Staff:
  - a) Integrity
  - b) IMSC's Values of Passion, Purpose and Progress
3. The COC is meant to serve as a broad framework. It is not:
  - a) an exhaustive list of all potential issues which Staff may encounter during their work;
  - b) intended to exclude or replace the rights and obligations of Staff under their terms of their employment with the College, the relevant regulatory and statutory requirements, and the law.
4. In addition, Staff in supervisory roles must:
  - a) lead by example;
  - b) ensure that Staff under their supervision are aware of and understand the requirements of the COC and their roles and responsibilities in his/her Department and the College; and
  - c) implement controls and reviews as appropriate to ensure adherence.

### **I. INTEGRITY**

1. Staff must at all times conduct themselves:
  - i. ethically;
  - ii. with honesty;
  - iii. in good faith;
  - iv. fairly and reasonably;
  - v. with propriety and in a responsible and professional manner;
  - vi. diligently and conscientiously;
  - vii. in compliance with the terms of the Staff's employment with the College; and
  - viii. in a manner that upholds the values, integrity and good reputation of the College.
2. Conflict of Interest.
  - i. A Conflict of Interest occurs when there is a divergence between an individual's personal interests/relationships and his or her professional obligations to the College, such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.



- ii. Staff must comply with all applicable IMSC Rules relating to Conflict of Interest matters and disclose any actual or potential conflicts as soon as possible in accordance with such Rules.

### 3. Receipt of Benefits

Staff must not draw any personal gain or other benefit (except their salary and any additional compensation under the terms of their employment with the College) from any business they undertake for and on behalf of the College.

### 4. Personal Relationships

- i. Intimate Consensual Relationships: including marital, sexual, amorous, romantic and emotional relationships, whether heterosexual or same sex relationships.

- ii. Staff-Student relationships:

The integrity of the Staff-Student relationship is the foundation of the College's educational mission.

**Staff must not engage in an Intimate Consensual Relationship with any Student**

- iii. Staff-Staff Relationships:

Staff must not engage in an Intimate Consensual Relationship with another member of Staff over whom the Staff has or reasonably expects to have a supervisory or mentoring relationship.

### 5. Other personal relationships.

- i. Other personal relationships would include business, commercial, financial, close friendships, social relationships and family or other significant relationships.

- ii. Staff must not allow their personal relationships with any Staff, Student and/or any other person in the College community to affect their professional relationships. Examples of situations that could potentially give rise to such issues are listed below but are not intended to be exhaustive.

- iii. Examples of situations that Staff should avoid involving another Staff with whom they have a personal relationship include, but are not limited to:

- recruitment, selection and appointment process;
- managerial, supervisory and/or assessment relationships, including but not limited to, allocation of duties, performance evaluation, job development, promotion prospects, training opportunities etc.;
- allocation and/or approval of financial and other resources;
- conference arrangements;
- access to confidential/restricted information;



- nomination for or appointment to committees/working groups etc.;
  - any involvement in investigatory, disciplinary and/or sanctioning processes pertaining to such related Staff.
- iv. Examples of situations that Staff should avoid involving a Student with whom they have a personal relationship include, but are not limited to:
- interview and/or selection process for admissions, scholarships, financial aid etc;
  - teaching, supervisory, mentoring and/or assessment relationships;
  - allocation and/or approval of facilities and other resources (e.g. accommodation);
  - access to confidential/restricted information;
  - any involvement in investigatory, disciplinary and/or sanctioning processes pertaining to such related Student.

6. Declaration and Resolution of Conflict

- i. A Staff must immediately declare to his/her Head of Department if he/she is in an existing or has had a past relationship which falls under any of the abovementioned prohibited Staff-Student or Staff-Staff relationships.
- ii. The Staff must also:
- immediately consult with his/her Head of Department to make arrangements for the conflict to be resolved and the elimination of any potential for influence;
  - recuse him/herself from any supervisory, mentoring or evaluating relationship he/she may have over the other Staff/Student; and
  - recuse him/herself from exercising any influence over the Staff/Student.

**II. IMSC'S VALUES**

7. All staff are expected to display adherence to IMSC's values of Passion, Progress, and Purpose during the course of their engagement and work at IMSC.

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Please read and confirm your acceptance of the above by signing below:

Name	NRIC/FIN No.	Signature	Date