

CODE OF CONDUCT FOR STAFF

1. INTRODUCTION AND SCOPE

- 1.1 Imperial College London (“Imperial” or “the University”) is committed to meeting the highest standards of professional conduct in its activities. This Code of Conduct (“Code”) outlines the standards of professional behaviour within which members of Imperial’s community are expected to conduct themselves to ensure that every member of the University community treats others, and is treated themselves, with dignity and respect.
- 1.2 For the purposes of this Code, “Staff” or “members” applies to all employees, academic visitors honorary contract holders, independent and external members of Imperial’s committees and advisory boards (including Council), consultants, agency workers and contractors.
- 1.3 Members of Imperial are expected to carry out their roles and responsibilities with dedication and a commitment to [Imperial Values](#): Respect, Collaboration, Integrity, Innovation and Excellence. It is the responsibility of every member of the University to both act in accordance with this Code and to challenge others where they are not doing likewise. The purpose of this Code is to signpost staff to the relevant policies and procedures that guide how activity should be conducted at Imperial.
- 1.4 As members of a higher education institution, we endorse and are committed to the [Seven Principles of Public Life \(the Nolan Principles\)](#). These are: selflessness; integrity; objectivity; accountability; openness; honesty and leadership. We believe these principles should be the foundation for all Imperial activities.
- 1.5 Staff are required to familiarise themselves with the key policies and procedures set out in their [Terms and Conditions of Service](#). This Code is intended as a general reference point and staff should be familiar with all the policies and procedures that apply to their work and follow them, including those listed in the Appendix below.
- 1.6 Where appropriate, breaches of this Code and related policies may be treated as offences under Imperial’s [Disciplinary Procedures](#).
- 1.7 Staff are expected to complete mandatory training within agreed timescales.
- 1.8 Students should abide by the [Student Code of Conduct](#) and by all other regulations that apply to students.

2. RESPECT FOR EACH OTHER AND OUR SURROUNDINGS

Imperial is committed to making our community an environment which is respectful and inclusive. This includes eliminating all forms of unlawful discrimination. Staff are expected to:

- 2.1 **Treat people with dignity and respect.** Staff should treat all members of the community (and any third parties) fairly and appropriately with dignity, kindness and respect. Imperial will not tolerate any form of unlawful discrimination, bullying, harassment, sexual misconduct or victimisation.

2.2 Promote equality of opportunity and diversity. Imperial is committed to promoting equality, inclusivity and diversity. All staff should treat other people equitably, regardless of political opinions, race, sex, disability, age, religion and belief (or lack of), sexual orientation, gender reassignment, social economic background and personal history and should work to promote an inclusive and collaborative culture.

2.3 Manage resources responsibly and sustainably. Imperial's campuses and facilities are for the safe and enjoyable use of all and should be used with respect. Staff should manage resources in a responsible manner, in line with the [Health and Safety Policy](#) and [Sustainability Policies](#).

2.4 Conduct personal relationships appropriately. Staff should adhere to the [Personal Relationships Policy](#) which sets out the expectations and obligations of staff with respect to personal relationships between staff in addition to personal relationships between staff and students.

3. HONESTY AND INTEGRITY

Staff should demonstrate a commitment to independence, honesty, and transparency. They should be honest and truthful in their dealings with each other and with third parties. Staff are expected to:

3.1 Manage conflicts in interests. Staff should declare outside interests relevant to their Imperial activities and manage any potential, perceived or actual conflicts of interest in accordance with Imperial's [Register of External Interests and Annual Declaration Policy](#). All proposed gifts should be considered against Imperial's [Policy and Procedure for the Acceptance of Gifts and Hospitality by Staff](#) and the [Relationships Policy](#).

3.2 Uphold freedoms of speech and academic freedom. Imperial is committed to upholding and promoting the fundamental rights of lawful freedom of speech together with academic freedom. Staff should adhere to Imperial's [Freedom of Speech Code of Practice and Events Procedure](#) when conducting their activities.

3.3 Manage proposed relationships appropriately. Staff should carefully consider the relationships they form with third parties either on behalf of Imperial or when using their connection with Imperial to enter into a relationship, in line with the [Relationships Policy](#). Staff should avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.

3.4 Admit, assess and deal with students fairly. Imperial is committed to fair, rigorous and transparent student admission and assessment procedures based on merit. No gift or grant will affect the academic record of any student, nor will it have a bearing on any dispute between a student and Imperial about his/her programme of study.

3.5 Research and educate responsibly. Staff should conduct their research responsibly and in a way that supports public trust in Imperial's research methods and findings and complies with relevant legal and professional standards, including Imperial's [Research Misconduct processes](#).

APPENDIX: LIST OF KEY POLICIES AND PROCEDURES RELATING TO STAFF CONDUCT
(additional policies and procedures may be incorporated into staff T&C)

A. VALUES AND BEHAVIOURS

- [Imperial Values](#)
- [Personal Relationships Policy](#)
- [Public Interest Disclosure \(Whistleblowing Policy\)](#)

B. BULLYING, HARASSMENT AND DISCRIMINATION

- [Report and Support Tool](#)
- [Sexual Misconduct Policy](#)
- [Harassment, Bullying and Victimation Policy](#)
- [Resolution Policy and Procedure](#)
- [Disciplinary Policy and Procedure](#)
- [Safeguarding Policy and Code of Practice](#)

B. RESEARCH POLICIES AND PROCEDURES

- [UK Concordat on Supporting Research Integrity](#)
- [Research Misconduct Procedures](#)
- [Policy on the use of animals in research](#)
- [Other research-related policies](#)

C. COLLABORATIONS

- [Relationships Policy](#)
- [Procedure for Establishing Research Degree \(PhD and EngD\) Collaborative Programmes and Awards](#)

D. FINANCIAL POLICIES AND PROCEDURES

- [Policy and Procedure for Acceptance of Gifts and Hospitality by Staff](#)
- [Guidelines for accepting philanthropic income and other gifts](#)
- [Financial Regulations](#)
- [External Interests Policy](#)
- [National Institutes of Health Financial Conflict of Interest Policy](#)
- [Expenses Policy](#)
- [Purchasing Regulations](#)
- [Modern Slavery](#)

E. USE OF RESOURCES AND FACILITIES

- [Sustainability Strategy and Policies](#)
- [Data Protection Policy and Codes of Practice](#)
- [Conditions of Use of IT Resources](#)
- [Health and Safety Policy](#)

Policy Owner	Chief People Officer
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