

## DISCIPLINARY CODE

### 1. Misconduct

The following are examples of misconduct which may result in disciplinary action being taken against employees and is not intended to be an exhaustive list of the types of behaviour which the University may treat as misconduct:

- Persistent bad timekeeping
- Unauthorised absence
- Minor damage to University property
- Failure to observe University procedures
- Abusive behaviour (see also policy on Bullying and Harassment)
- Unreasonable refusal to follow an instruction issued by a manager or supervisor
- Poor attendance
- Smoking in non designated areas of the Campus
- breach of the employee's obligations set out in their terms and conditions
- any bullying, intimidation, taunting, verbal abuse or the use of any violence towards any person in the course of work related duties;
- criminal or other dishonest acts;
- dangerous or inconsiderate driving, including speeding, on University premises;
- behaviour which could bring the University into disrepute – this may include inappropriate behaviour on social networking sites;
- any unauthorised interference with, processing or destruction of software or paper and electronic records and documents held by the University;
- breach of security such as loss of or unauthorised sharing of confidential data;
- such other behaviour as the University reasonably believes to be misconduct

### 2. Gross Misconduct

Gross misconduct is misconduct of such a serious nature that it fundamentally breaches the contractual relationship between the employee and the University. In the event that an employee commits an act of gross misconduct the University is entitled to dismiss the employee without notice (summary dismissal).

Some examples of gross misconduct which might constitute good cause for summary dismissal are listed below. This list is not intended to be exhaustive.

- serious negligence resulting in unacceptable loss, damage or injury;
- intentional serious breach of University regulations or improper conduct in relation to job responsibilities;

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- bringing the University into serious disrepute – this may include inappropriate behaviour on social networking sites;
- serious breach of University code on harassment;
- theft, fraud or deliberate falsification of records or documents created or used in the course of University business
- assault or attempted assault or physical violence;
- malicious damage to University property;
- intentional and or malicious refusal to comply with reasonable instructions or requests made by a line manager within the work place;
- incapability to work due to being under the influence of alcohol/illegal substances, having regard to the University's obligations under its Alcohol, Drugs and Substance Misuse Policy and Procedures
- any breach of health and safety rules which places the member of staff or others in danger
- intentional misuse of confidential information of the University
- fraudulent misuse of the University's property or name
- serious breach of security such as loss of or unauthorised sharing of confidential data;
- unauthorised entry to computer records.

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