

Staff Code of Conduct

Datalaw is committed to maintaining the highest standards of conduct, integrity and ethics amongst all its staff and associated personnel.

If anyone has any genuine concerns about malpractice in the workplace, we wish to encourage them to communicate these without fear of reprisals and in the knowledge that they will be protected from victimisation and dismissal. (see Whistleblowing Policy)

Code of Conduct Standards

This Code of Conduct sets out the conduct expected of all Datalaw employees and suppliers. The key points are detailed below:

Datalaw employees must:

- Uphold the integrity and reputation of Datalaw by ensuring that their professional and personal conduct is consistent with Datalaw's values and standards
- Not engage in abusive or exploitative conduct
- Ensure the safety, health and welfare of all Datalaw staff members and associated personnel
- Be responsible for the use of information, assets and resources to which they have access by reason of their employment with Datalaw
- Perform their duties and conduct their private life in a manner that avoids conflicts of interest
- Uphold confidentiality

A full version of the Code of Conducts Standards can be found in Appendix A.

The Code is applicable at all times. Breaches of the Code are grounds for disciplinary action, up to and including dismissal.

Appendix A

Code of Conduct Standards

As a Datalaw employee I will:

Uphold the integrity and reputation of Datalaw by ensuring that my professional and personal conduct is consistent with Datalaw's values and standards;

- I will treat all people fairly with respect and dignity
- I will seek to ensure that my conduct does not bring Datalaw into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will ensure that my digital footprint is secure and I will not seek to have social media contact with any learner for the purposes of pursuing a friendship
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Datalaw premises

Not engage in abusive or exploitative conduct;

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- I will not engage in sexual relationships with learners, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult

Ensure the safety, health and welfare of all Datalaw staff members and associated personnel;

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others with whom we work

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with Datalaw;

- I will ensure that I use Datalaw assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use Datalaw IT equipment, software or e-mail and social media platforms to engage in activity that is illegal or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use Datalaw IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Perform my duties and conduct my private life in a manner that avoids conflicts of interest;

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Datalaw
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Datalaw, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will not accept significant gifts or any remuneration from the government, professional bodies with whom we work, suppliers and other persons which have been offered to me as a result of my employment with Datalaw

Uphold confidentiality;

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so