



# KMS121

## Ethics Policy Framework

### Policy Statement:

University Centre Kingston Maurward is committed to carrying out all its activities including teaching, innovation, enterprise and research, within a comprehensive ethical framework.

This is reflective of Weymouth and Kingston Maurward College's core values of respect and ethical behaviour in all that we do. We will be inclusive and fair in all our interactions with each other.

It is the University Centre and College's expectation that staff, students and visitors should be aware of the ethical principles and considerations, ensure that they act in an ethical manner when engaged on University business and conduct their projects and studies to the highest ethical standards.

### Authority:

The Ethics Policy Framework is approved by the Corporation of Weymouth and Kingston Maurward College in accordance with the Corporation's Standing Orders. It applies across all the academic activities of the College and University Centre.

### Document Management, Approvals & Review:

Title	<b>Ethics Policy Framework</b>	
Manager	Vice Principal Weymouth and Kingston Maurward College	
Approvals (Committee)	Approved by Higher Education Academic Board	
Approvals (Board)	Approved by Corporation	
Next Review Due	In three years	

# Ethics Policy Framework

## 1 Purpose

- 1.1 All activity at University Centre Kingston Maurward and Weymouth and Kingston Maurward College (WKMC) is based on transparent ethical standards. Ethics are universal behaviours and are integral to the formulation of all policy.
- 1.2 This document sets set out the broad ethical framework for all academic activity including Teaching & Learning, Innovation, Enterprise and Research. It applies to all students, staff, associates and contractors who attend, work at or are associated in any way (for example through collaborative projects) with University Centre Kingston Maurward and Weymouth and Kingston Maurward College.
- 1.3 In so doing it provides members of the University Centre and College with a clear understanding of the ethical review process. It seeks to support a culture of academic freedom and excellence by providing scrutiny that is in proportion to the risk of harm or adverse effect to participants, researchers, the College and society as a whole.
- 1.4 Other areas of activity, for example finance and human resources, also inherently require strong ethical foundations and, in some cases, these are explicitly identified in the relevant polices. Other policies which bear directly on ethical issues are noted in section 4, below

## 2 Scope

- 2.1 This policy framework sets out to the ethical behaviours which underpin all aspects of the work and activities of the staff, students and partners of the College & University Centre.
- 2.2 Whether explicitly stated or not all UCKM / WKMC policies have an ethical dimension. This framework draws attention to that fact and ensures that staff and students are aware of the ethical issues inherent to policy making, implementation and review.
- 2.3 This policy framework therefore applies to all staff and students of the College whether engaged in teaching, learning, assessment, management or research.
- 2.4 We have identified research as a key area of ethical concern in particular where it touches on the welfare of animals and human participants. This framework outlines the broad iterative process which relates to the pursuit of research at all levels whether undertaken by students, staff or research collaborators. The specific procedures which exist to assess the ethical dimensions of research proposals, to seek institutional approval and to

monitor research ethics are set out in the associated **Research Ethics Policy** (KMS122).

### 3 Principles of Ethical Behaviour

3.1 The core ethical behaviours that underpin all activities follow the Seven Principles of Public Life (the Nolan Principles). To then end in all behaviours and activities staff should uphold:

- 1 Selflessness
- 2 Integrity
- 3 Objectivity
- 4 Accountability
- 5 Openness
- 6 Honesty
- 7 Leadership

3.2 Further information on the Nolan Principles of Public Life and their implementation can be found at:

<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

3.3 These ethical behaviours are underpinned at Kingston Maurward by three main guiding principles:

- Respect for People
- Promotion and maintenance of the ethical culture of Kingston Maurward College and University Centre
- Ethical engagement with external organisations and the wider community

3.4 The background to these College and University Centre wide principles is give in the Current Strategic Plan and the Five Year Strategic Plan (available via [www.wkmc.ac.uk](http://www.wkmc.ac.uk))

3.5 In the operation of our degree programmes validated by external partners we also take notice of the mission and ethical approach of each body. For example, in the case of the Open University this includes overarching goals of being Inclusive, Innovative and Responsive. ([Open University Mission](#))

#### Institutional Embeddedness

3.6 UCKM / WKMC is an academic institution. Academic freedom is enshrined in our statutes and ordinances to ensure that academic staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges.

## Staff Responsibilities

- 3.7 The mission and values of UCKM and WKMC inform what we do and how we do it and we will always conduct our business with integrity and in a legal manner. College senior managers, employees, students, other members of UCKM / WKMC and any other associated person acting on the behalf of UCKM / WKMC are responsible for acting honestly and with integrity by ensuring that their activities, interests and behaviours do not conflict with these values regardless of their seniority.

## **4 Related Policies**

- 4.1 Ethics are embedded in all UCKM / WKMC policies. There is no single authority or infrastructure and consideration of ethical issues is therefore inherent in the operation of all boards, committees and panels across the institution. All staff are therefore complicit in ensuring that the highest ethical standards are maintained.
- 4.2 Each policy making or reviewing body within UCKM / WKMC seeks to apply ethical considerations to the context in which they are encountered and to define what is considered ethical within that setting. In so doing they set out the correct procedures to be followed and the sanctions for behaviours that do not meet these requirements.
- 4.3 The policy areas which have a strong ethical dimension include:

<b>Student Related Policies and Procedures</b>
UCKM Student Charter
Student Admissions Policy and Process
Reasonable Adjustments Policy
Student Complaints and Appeals
Prevent Principles
<b>Staff related policies and procedures</b>
Human Resources Policies
Anti-Fraud, Bribery and Corruption Policy
Behaviours and Standards at Work Policy
Bullying & Harassment Monitoring
Conflict of Interest
Equality & Diversity Policy and appendices
Health & Safety Policies
Safeguarding young people and vulnerable adults
Recruitment of Ex-Offenders Policy
Trade Union Policy
<b>Research Related policies and procedures</b>
Code of Practice for Research
Research Ethics Policy
Animal Research Ethics section of Research Ethics Policy
Human Research Ethics section of Research Ethics Policy
<b>ICT, Information and Records Policies</b>

Data Protection
Freedom of Information
Records/Information Management
Social Media Policy
<b>Other</b>
Gift Income Development Office Ethics Statement
Carbon Management Plan

## 5 Procedures

- 5.1 Staff should consider any ethical issues by referring to the appropriate policy / policies listed above and follow the appropriate procedures defined within those. In the event that the issue is not covered in those policies then they should, in the first instance, be referred to the most appropriate guardian of the relevant policy area.
- 5.2 If staff encounter situations that they consider may be in contravention of the ethical principles then they should be escalated in accordance with such arrangements as those principles (and cognate policies) define. If for whatever reason staff feel unable to do this then they can use the mechanisms set out in the Whistleblowing Policy
- 5.3 Managers should set clear standards, encouraging and guiding good practice, and helping staff and others to perform at their best, this includes ethical considerations. Significant issues that are beyond the competence of individual managers to determine should be referred to those responsible for specific policies and procedures or else to Human Resources or the Principal.

## 6 Communication and Training

- 6.1 The College ensures that its ethics and associated policies and procedures are embedded and understood throughout the organisation through internal and external communication, including training that is proportionate to the risk it faces.
- 6.2 The Head of Higher Education and the Heads of Department are responsible for ensuring all employees receive appropriate training and for the communication of the College's Ethics Policy and other relevant policies to associated person(s).
- 6.3 The Head of Higher Education and Head of Department should also monitor and review their procedures and action plans to ensure their suitability, adequacy and effectiveness in relation to this Policy and implement improvements as appropriate.

POLICY ENDS.