



**S P Jain
London School
of Management**

Code of Ethics

1 Introduction

The S P Jain London School of Management (the School) aims to meet the highest ethical standards in relation to its development as a new Business School in the UK. Ethical standards relate to decision making, its policy framework and how its decisions and procedures are put into practice and the behavior of its members.

Ethical decision making and behaviours are key to the achievement of the mission, vision and values of the School as well as the development of its reputation.

The vision of the School is to be an influential, futuristic international business and technology higher education institution recognised for leading innovative, principled education and applied research.

Our Mission is to equip our students with the ability to explore, examine, think critically and develop professional skills to become effective and responsible global leaders. Our aspiration is that they will apply their technological and entrepreneurial acumen to solve problems in an ever-changing world that will be continually disrupted by technological development and digital innovation, global politics and environmental changes.

Our overall organizational values are to be:

- Innovative and creative
- Student-centred
- Sustainable
- Recognising merit
- Accountable
- Inclusive
- Supportive and collaborative

This Code articulates the ethical principles it aims to meet and which will also enable it to meet its aims as outlined above as well as demonstrate propriety and adherence to the Public Interest Principles of the Office for Students and the standards in public life.

The Code sets out the issues that should be taken into account in any decision making or procedures and how this is underpinned by governance structures and an appropriate policy framework.

2 Ethical behaviour

Ethical behaviour involves demonstrating respect for key moral principles including honesty, fairness, dignity and diversity. By behaving ethically, staff, directors and others associated with the School can ensure that their personal behaviour supports the collective achievement of the School's mission and vision. Individuals should also abide by the standards in public life: integrity, objectivity, openness, selflessness, accountability, honesty and leadership.

Ethical behaviour helps to build trust and, in the context of the School, is associated with individuals acting with integrity. Unethical behaviour is commonly associated with selfishness, seeking personal satisfaction/gain and the fulfilment of personal objectives to the detriment of colleagues, the School itself, or third party individuals or organisations.

Policy framework

- Governance Charter
- Quality Assurance Framework
- Policy on Staff-Student Relationship
- Anti-Bribery and Corruption Policy
- Staff Disciplinary Policy and Procedures
- Student Code of Conduct
- Speak Out Policy (Whistleblowing)

3 Professional behaviour

As part of the School community, staff are expected to undertake their role in a professional manner, focused particularly on the delivery of the student experience.

For academic staff, this will include maintaining high standards of teaching and support for students. Those responsible for programme design and delivery should ensure that the course is fit for purpose, that it supports the employability focus of the School and that assessment is fair, rigorous and transparent

For professional service staff, this means maintaining or supporting high standards of customer service which enable students to succeed in their study goals. Professional services staff should know how to help (or know who to refer on to) and provide well informed advice when asked.

Staff should engage in continual professional development to ensure they are up-to-date with current practice in your area and maintain a good knowledge of appropriate policy and procedures.

The professional behaviours expected of staff are that they act as follows:

- Ethical
- Respectful of others
- Striving for Excellence
- Developing and Maintaining professional knowledge
- Collaborative
- Dependable
- Responsible

Policy framework

- Staff Code of Conduct
- Quality Assurance Framework
- Academic Regulations (including Academic Misconduct)
- Operational guidance

4 Innovation

Innovation is at the core of the School's mission. To this end staff are expected to be:

- Resourceful
- Persevering
- Curious
- Questioning
- Open to challenge and change
- Challenging but supportive
- Risk taking
- No idea is a bad idea

To be successful, however, these behaviours must be set within the context of this code of ethics and take account of appropriate decision making. Staff should be critical friends to each other but this must be in the context of support and respect for colleagues.

Policy framework

- Staff Code of Conduct
- Dignity at Work
- Governance Charter
- Quality Assurance Framework
- Academic Regulations (including Academic Misconduct)
- Financial Regulations
- Operational guidance

5 Accountability and ethical decision making

Those taking decisions on behalf of the School should be prepared to be transparent, to take responsibility and to be accountable for those decisions. Staff should also ensure that any ethical issues are discussed appropriately. Decisions should be made within the appropriate governance framework and delegations.

Personal and professional interests should be declared up-front and staff should normally exempt themselves if any decision will affect them, their family or other interests.

When taking decisions, particularly where there are ethical implications, staff should question:

- Can you justify your behavior to your manager, colleague, friend or students?
- What would your actions look like if made public?
- What could go wrong as a result of your decision?
- Are there any reputational risks for the School or yourself?

When taking difficult decisions, staff should discuss with colleagues and managers to ensure that they have thought of all issues as a different perspective can help clarify issues. They should also ensure that you are following the appropriate policy. If necessary, they should take further advice from the Dean or Chief Operating Officer.

Policy framework

- Governance Charter

- Delegation Policy
- Declarations of Interest Policy
- Speak Out Policy

5 Respect, equality, diversity and inclusion

The School values diversity and we aim to create an environment where all are treated equally and where staff and students can reach their full potential. All members of the School community should be treated with respect and dignity and no one should be treated less favourably on account of their personal characteristics or background or be advanced because of personal relationships.

Staff should respect professional boundaries with colleagues and particularly students.

Staff should ensure that support is provided for vulnerable members of the community, using the policies devised for this purpose.

Staff and students should be able to raise issues and complaints within this environment without fear of retribution. All complaints should be taken seriously and responded to appropriately.

Policy framework

- HR Policies including Staff Grievance Policy
- Staff and Student Equity and Fair Treatment Policies
- Dignity at Work Policy
- Student Code of Conduct
- Staff Student Relationships Policy
- Dealing with Unacceptable Behaviour Guidance for Students
- Student Support Policy
- Student Disability Policy
- Student Disciplinary Policy
- Safeguarding Policy

6 Financial sustainability and integrity

To ensure the School's ongoing financial sustainability and integrity, it is essential that all decisions made and actions taken in relation to its financial affairs are handled appropriately. Staff should ensure that they are familiar with the Financial Regulations and make decisions within these. They should also ensure that any goods and services purchased by the School are properly procured.

Staff with responsibility for the administration and management of School's funds must never use their office or sign off School funds for personal gain or for the benefit of a family member. Staff must declare an interest if they are involved in the placing of a contract or recruitment of staff where they have an interest in the other party.

Policy Framework

- Financial Regulations
- Anti-bribery and Corruption Policy
- Declarations of Interest Policy
- Procurement Policy
- Modern Slavery Statement

7 Our environment

School members should treat the School environment with respect and ensure that their actions do not put themselves or others at risk. Staff must follow health and safety procedures and ensure that they are adequately trained to undertake their work.

The School seeks to drive environmental and sustainability benefits with regards to such matters as reducing pollution, minimising waste, product safety, and conservation of resources. Staff should aim to act responsibly with respect to the use of School resources.

Policy framework

- Health and Safety Policy and associated policies and procedures

8 Academic Freedom and Freedom of Expression

The School has duty to uphold individual freedom of expression and ensure that the School environment promotes debate. The School must also uphold academic freedom to question and test received wisdom, and to put forward new ideas including controversial or unpopular opinions provided they are within the law. However, these freedoms should be exercised responsibly in a way that does not discriminate or endanger either an individual's safety or that of others.

Policy framework

- Code of Practice on the Freedom of Expression including the procedure for the approval of external speakers and ad hoc room bookings.

9 Research Integrity

The School is committed to ensuring the highest ethical standards in relation to research and provides a policy framework for this purpose.

The ethical considerations in relation to all research involving human participants, security sensitive materials or research which may compromise the safety of the individual must be considered before approval may (or may not be given).

Policy framework

- Research Ethics Policy
- Procedure for Investigating Allegations of Misconduct in Research

Approved July 2023

Indicative date of review July 2028