

Policy Document ●●●

# Code of Conduct for Students

# Introduction

Reed Business School is committed to providing a positive experience for all students and learners. We ensure that individuals are treated with courtesy and consideration and where difference is valued, and diversity respected. All students, learners, and staff have the right to live, study, work and relax in an environment where they feel safe.

As members of Reed Business School community, we expect the highest standards of behaviour from our students and learners, whether on the Business School premises, using online platforms including TEAMS or elsewhere. All students and learners of Reed Business School should be mindful of their own behaviour and how it impacts others. This Code sets out the standards of behaviour expected from students and learners and guidance on what is and what is not acceptable and how unacceptable behaviour will be dealt with.

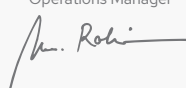
Where students and learners fail to abide by the required standards of behaviour, action will be taken by our senior management team.

Any complaints of unacceptable behaviour made by students and learners will be taken seriously and, if substantiated, Reed Business School will take appropriate action. This includes the investigation of vexatious or malicious allegations.

## Document Control

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Signed:



## Code of Conduct

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As a student at Reed Business School, we expect all our students to adhere to a code of conduct while attending tutorials at the Manor in Little Compton in the Cotswolds.

### Our Code of Conduct aims to:

- Explain what all our students and learners can expect from their time at Reed Business School
- Outline what is expected of students and learners whilst at Reed Business School.
- Be an effective signpost for our students and learners to help them access a range of information that will help them throughout their studies.
- Reflect the key values of Reed Business School, a separate entity within the Reed Group whose values are outlined below:

### We are Fair, Open and Honest

- We treat everyone with fairness and respect
- We act with integrity
- We are true to our commitments

### We Take Ownership

- We respond swiftly to execute our promises
- We take responsibility to providing solutions
- We hold ourselves accountable for our actions

### We Work Together

- We work in partnership and build sustainable trusted relationships
- We value a diverse workforce and respect the contribution of all
- We support our customers and colleagues in achieving their goals

## Policy statement on violence, abuse, and harassment

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All students, learners, and staff have the right to live, study, work and relax in an environment where they are free from any form of violence, abuse, or harassment and where their body, gender identity, ethnicity, religion, sexuality, and personal boundaries are respected.

No student or staff member should be forced to just 'put up' with violent or abusive behaviour from others, threats of such behaviour or any forms of abuse or harassment.

## What constitutes acceptable standards of behaviour

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You should treat all staff, students and learners, and visitors at Reed Business School with courtesy and respect.

You should respect staff, students, and learners' basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation, and harassment.

You should ensure that you behave in a manner that does not discriminate or harass anyone based on their age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex, or sexual orientation.

Smoking is only permitted outside the grounds of the Manor in a designated smoking areas near the kitchen area outside the gate.

When residing at the Manor to always keep noise to a minimum, bearing in mind that everyone is here to study.

To return to booked accommodation at a reasonable time in the evening without disturbing other students and learners or village residents.

To help Reed Business School maintain good relations with its neighbours by minimising disturbance to residents, particularly as Little Compton is a peaceful village location.

## What constitutes unacceptable behaviour

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### Respect for Others

Any sort of violence, abuse, bullying or harassment because of racial or religious hatred or relating any other protected characteristics such as gender identity or sexuality

On no occasion should you use personally abusive, threatening, or violent behaviour either in person, through Reed Business School's online platforms, or using email, texts, or social media.

To always keep noise to a minimum, bearing in mind that everyone is here to study.

To return to booked accommodation at a reasonable time in the evening without disturbing other students/learners or village residents.

### Care of property

You should treat the property of Reed Business School, equipment and other materials and the property of others with care and respect.

You must abide by Reed Business School policies regarding food and drink, and this should only be consumed in the permitted areas as this can damage equipment.

You should take care of your own property and not leave valuables unattended.

To leave rooms in accommodation in a clean and tidy manner – please note we will charge for any damage or additional cleaning.

## Smoking

Smoking or vaping is prohibited inside any building operated by Reed Business School (including corridors, foyers, toilets, and entrances). This includes the Manor and student accommodation. Smoking or vaping near external doors and outside areas is also not permitted.

## Drugs and Alcohol

You must not take or supply illegal drugs on the grounds of Reed Business School or in any of the accommodation. Drugs found in students and learners' possession will be confiscated and students and learners will be disciplined. This may include involving the Police if we suspect a crime has been committed.

We have a strict no alcohol policy whilst on the property of Reed Business School and any consumption of alcohol in any accommodation facilities is forbidden.

Any student causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.

## Academic Misconduct

- Conduct that interferes with the academic or administrative activities of Reed Business School, such as disruption of teaching, research, examinations, working of staff and other services.
- Falsification or misuse of qualifications attained at Reed Business School, including award certificates.
- False pretence or impersonation of others at Reed Business School, in connection with academic attainments or financial awards
- Offering, promising, giving, receiving, or soliciting a financial, academic, or other advantage or favour to influencing the actions of others.
- Conduct, either on or off premises, which brings Reed Business School into disrepute.
- Research misconduct.
- Purchasing and selling of work.
- Fabrication of experimental results, research, or other investigative work.
- Failure to gain prior ethical approval.
- Plagiarism.
- Unauthorised access to an examination paper before an examination.
- Forgery.
- Removal of a question paper, answer script or other examination stationery from an examination venue.
- Causing a disturbance during an examination.
- Refusal to cooperate with an invigilator or to follow an invigilator's instructions.
- Possession of unauthorised materials whilst under examination conditions or leaving unauthorised material in an examination venue (including toilets).
- Access to, possession of or use of unauthorised material on, a computer, mobile telephone, or other electronic device during an examination.
- Communicating with another candidate while under examination conditions.
- Copying, or attempting to copy, the work of another candidate.
- Having writing on the body in an examination venue.
- Impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.
- Use, or attempted use, of ghost-writing services for any part of an assessment.
- Submission of work, or sections of work, for assessment in more than one module or assessment (including work previously submitted for assessment at another institution).
- All other forms of cheating including the use of artificial intelligence to generate work on behalf of the student or learner.

## Sanctions

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Action must be taken where necessary to ensure all students and learners and staff are able to enjoy life at Reed Business School without experiencing any negative behaviour from others.

Any harassment or bullying from one student to another will not be tolerated by Reed Business School, and those who commit or threaten acts of harassment should be stopped (i.e., their behaviour challenged) and disciplined as appropriate for their actions.

## Discipline

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Disciplinary procedures may be invoked if it is alleged that a student or learner has committed misconduct.

Where students and learners conduct are being investigated, they may be suspended as a precautionary measure if it is considered that it is necessary to protect them, the integrity of the investigation and or other students and learners from harm. Precautionary action will be reasonable and proportionate and may include:

Actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that Reed Business School has concluded that the accused student has committed a breach of discipline or a criminal offence. Any precautionary actions taken will be reviewed on a regular basis.

Where precautionary actions are taken, the student has the right of appeal against these or to request that they be reviewed when new evidence is available.

Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings will be considered when determining what sanction should be imposed.

Reed Business School reserve the right to notify the employer of any misbehaviour.

Any disciplinary action will be conducted where possible within 10 working days of any complaint or allegation being made and an investigation having been conducted.

## Conviction for a criminal offence

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Students should always declare when they receive a conviction. Where a student has been convicted of a criminal offence during their studies at Reed Business School, consideration will be given as to whether this affects their status as a student. In coming to this decision, Reed Business School will consider particularly the nature of the offence and whether other students/learners or staff are at risk. It will also consider whether the actions of the student have brought the institution into disrepute. This will apply to convictions for offences that happened on the premises of Reed Business School but also those committed off the property or online.

## How to raise an issue or make a complaint

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Students and learners who wish to make a complaint about the behaviour of students, learners or staff should follow the complaints procedure that you can find on the website [Complaints procedure - Reed Business School](#)

Students and learners who have been the victims of any form of violence, abuse, bullying or harassment, including sexual violence, sexual assault, threats of violence or harassment based on race, religion, or other protected characteristics such as gender identity or sexuality, can seek the help from our Safeguarding Team. They will offer appropriate support and help report any issues as appropriate. Students/learners should also make a complaint if appropriate and guidance on how to deal with these issues is set out in our Safeguarding Policy. You can contact the Safeguarding team on [safeguarding.reed@reedbusinessschool.co.uk](mailto:safeguarding.reed@reedbusinessschool.co.uk)

Any complaint or safeguarding concern will be dealt with within 5 working days from the date of submission.

## Declaration

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As a student or learner, we expect you to read this policy and agree to its terms.

- I agree to abide by the policies and regulations that govern enrolled students or learners at Reed Business School, throughout the duration of my studies.
- I agree to support the Equality, Diversity, and Inclusion approach at Reed Business School, which promotes equality for all students, learners, and staff. As such, my conduct will contribute to the maintenance of a diverse and fair community that respects and protects the interests and goals of all students and learners.
- I will take responsibility for my own learning and participate in, and engage constructively with, teaching and learning, and development opportunities, academic supervision, feedback and support, and Reed Business School services as required, to support my learning.
- I will submit material for assessment that is my own work. All quotations, ideas, data, or information taken from public or private sources will be explicitly acknowledged and I will abide fully with the regulations of Reed Business School on academic misconduct.
- I acknowledge that Reed Business School is a place of study and work.
- I agree to conduct myself in a manner that ensures my behaviour is consistently respectful and considerate to all other members of the Reed Business School community, visitors, and to Reed Business School facilities and grounds.
- I will behave responsibly and appropriately on all occasions in the communities surrounding the Manor, and elsewhere in the wider public community during my time as a student.

- I accept that as a member of the Reed Business School community, in all my interactions my behaviour reflects directly upon the Business School. This includes activity relevant to my programme of study, and participation or engagement in and I agree to conduct myself appropriately as a representative of Reed Business School.
- I have a right to freedom of speech and expression and recognise that this carries responsibility along with it. I accept that I should exercise this right in all my communications and interactions with fellow students and learners, staff, and members of the public in a way that is appropriate and that does not represent abuse, bullying, harassment, threat, defamation, slander, or libel.
- I will be courteous and professional when interacting with staff and fellow students and learners and expect that Reed Business School staff will be consistently fair, courteous, efficient, and professional in their interactions with me.
- I accept that any conduct which does not align with the Code of Conduct will be taken seriously by Reed Business School and that action may be instigated as a result.



Terms & Conditions

[www.reedbusinessschool.co.uk/terms-and-conditions](http://www.reedbusinessschool.co.uk/terms-and-conditions)

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