**UCL LIBRARY SERVICES**

**CODE OF CONDUCT**

This code of conduct outlines the Library's expectations of all Library staff regarding their behaviour towards colleagues. Whilst the UCL Library Services aims to be a place of freedom of expression and open communication, adherence to this code will ensure an inclusive, friendly, respectful and collaborative environment. This code applies to all Library staff regardless of posit ion.

1. All Library staff must always treat each other respectfully and professionally.
2. All Library staff should ensure that their behaviour cannot constitute harassment \* or bullying\* \*, whether intentional or unintentional.
3. All Library staff should be friendly and collaborative and avoid disruptive behaviour or hindering the work of others.
4. All Library staff should be open to communication with their colleagues, managers and staff the manage.

**5.** Managers and supervisors must not abuse their authority and should always take into account an individual's competencies and workload when assigning tasks.

1. All Library staff should fulfil their duties with integrity and to the best of their ability in a timely manner.
2. All managers/supervisors have a duty to consider and support the professional development and career of those whom they manage/supervise to allow all Library staff to fulfil their potential.
3. All existing Library staff are expected to make new starters feel welcome and, where possible, help them to settle in.
4. All Library staff should follow the Library safety policy and take all reasonable steps to ensure that their activities within the libraries are not a danger to themselves or their colleagues

*\* Harassment: unwanted conduct related to a relevant protected characteristic\*\*\*, which has the purpose or effect of violating an individual’s dignity or creating an intimidating , hostile, degrading, humiliating or offensive environment for that individual*

*\*\*Bullying: offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient*

*\*\*\*Protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.*

4th September 2018