

LSTM Code of Conduct

1. Introduction

As staff, students, volunteers, and representatives of the LSTM Group, it is our responsibility to ensure our personal conduct is consistent with the organisation's values and behaviours (see below). We must demonstrate them in our respect for individuals and communities with whom we work. If any of us fails to act in a way that is consistent with these, then we fail as an organisation.

Inclusivity

- Our community is a place where everyone is trusted, respected, appreciated and empowered.
- We embrace diversity and welcome different views - we encourage honest, courageous conversations and always treat each other with kindness and dignity.

Integrity

- We act with integrity, fairness, and transparency and hold ourselves, and our partners, to the highest ethical standards.
- We deliver on our commitments and foster a culture of continuous improvement and learning.

Partnership

- We work with those who share our values and ambitions and take pride in our collective achievements.
- We support each other and will use our influence to develop and sustain equitable partnerships – together we will deliver better outcomes.

Impact

- We are ambitious and strive to make a positive difference in everything that we do, working with staff and partners who are at the cutting edge of their fields of expertise.
- We will approach our work with curiosity and learning and focus our efforts and resources where they will have the greatest impact.

2. Freedom of Speech and Academic Freedom

LSTM are committed to securing and ensuring lawful freedom of speech and academic freedom for this community to foster new ideas, support productive debate and raise challenge to conventional wisdom. We are committed to ensuring that freedom of speech and academic freedom is protected for all our members within the bounds of the law, including views that may be controversial, contested or unpopular.

LSTM will take reasonably practicable steps to secure free speech within the law for students, colleagues, and visitors to create a critical and open academic environment. LSTM will not tolerate unlawful speech or actions.

Whilst individuals are free to express views within the law, LSTM expects all members of its community to treat each other with respect when engaging in discourse. LSTM will take steps to ensure that exchanges are made in a peaceful and respectful manner and will promote awareness and understanding of the importance of free speech and academic freedom across its community, including through events, training, and resources. [Freedom of Speech Code of Practice](#)

3. LSTM expects all staff, students, volunteers, and other representatives individually to:

- Exercise care and respect for all participants in research, implementation and education programmes, the wider community, and for all other subjects and beneficiaries of our programmes, including humans, animals, and the environment
- Extend those same values of dignity and respect for LSTM staff and students and those who we work in partnership with. Challenge any form of harassment, discrimination, intimidation, exploitation, or abuse (refer to LSTM's Dignity at Work and Study Policy)
- Create and maintain an environment which prevents sexual exploitation, abuse and harassment and other forms of abuse relating to the Dignity at Work and Study Policy and promotes the implementation of the code of conduct

- Adhere and abide by the standards of competence, honesty, integrity, and other professional behaviours as defined by our respective professional or regulatory bodies, and retain the freedom and duty to follow their professional codes
- Maintain a research environment that is underpinned by a culture of integrity, adhering to all LSTM requirements and expectations in the governance of research, and query any concerns over research/trials misconduct in a transparent, timely and fair manner
- Conduct ourselves openly and transparently, with integrity, impartiality, and honesty – we shall never deceive or knowingly mislead others
- Respect human rights, protect the environment and oppose criminal or unethical activities
- Protect the health, safety, security, and well-being of ourselves and others
- Work actively to protect all participants, community members, staff, students and partners, by complying with LSTM's Safeguarding Policy: Protecting Children and Vulnerable Adults
- Be responsible for the use of information, equipment, money and resources to which we have access, through our employment and/or contact with LSTM and its subsidiaries
- Know how to raise concerns relating to safeguarding, harassment (including racial and sexual harassment) and sexual misconduct and report any matters that breach the principles contained in this code of conduct. If you develop any concerns or suspicions regarding staff, students or partners, you must report such concerns via LSTM's Vault Platform for misconduct reporting. LSTM contracted staff can download the mobile app on [iOS](#) or [Android](#) or external staff can raise reports through the web browser: <https://app.vaultplatform.com/lstmed.ac.uk/open-reporting/>
- Undertake mandatory training related to safeguarding and sexual harassment awareness.

4. LSTM strongly discourages 'intimate personal relationships' between colleagues and students. This means a relationship that involves one or more of the following elements: Physical intimacy including isolated or repeated sexual activity; or romantic or emotional intimacy.

Please refer to the: [Safeguarding Students Policy](#)

In the event of a romantic or sexual encounter or relationship, colleagues and students must disclose this as soon as possible as outlined in the: [LSTM Relationships Policy](#)

5. Principles of our code of conduct

- 5.1 As an employee, student, visitor, consultant, or holder of honorary contract of the LSTM and its subsidiaries, (including but not limited to: IVCC, WTC, global hub site), we are expected to promote its values and protect its reputation by adhering to the principles set out in this code of conduct. The code provides clear guidance on what we and the donors who fund us, expect of our staff, students, and other representatives, as well as providing examples of conduct that will always be unacceptable.
- 5.2 The code incorporates core elements of our expectations related to our Dignity at Work and Study Policy, as well as the [six core principles](#) developed by the IASC on preventing sexual exploitation, abuse and harassment (PSEAH) and LSTM's expectations that our research and trials are underpinned by the highest standards of rigour and integrity as per [LSTM's Research Integrity Statement](#)
- 5.3 This code of conduct applies across the "extended place of work and study" which includes:
 - When we are at our place of work/study
 - When we are representing LSTM and its subsidiaries at any location, at any time
 - At all times when we are visiting another location to our usual place of work/study (including outside working hours and social occasions on these visits)
 - Travelling to and from national and international destinations for work/study purposes
 - When we are participating in work/university social events; "time out" days and/or "away" days.
- 5.4 Whilst recognising that laws differ from one country to another; LSTM works internationally and therefore our Code of Conduct is developed with consideration of international and UN standards.
- 5.5 LSTM is an inclusive organisation, committed to creating a great place to work and study, in which the principles of equality, respect, dignity, and inclusion are part of our everyday goals and behaviours.
- 5.6 LSTM expects all members of our community to treat each other with respect, courtesy, and consideration at all times and to recognise the rights of others to express their views lawfully and respectfully. Everyone is encouraged and supported to challenge or raise concerns relating to behaviours which are contrary to this principle.

6. LSTM, therefore, does **NOT** tolerate the following:

- 6.1 Sexual exploitation, abuse, harassment or other misconduct by LSTM staff and students, constitute an act of gross misconduct and are therefore grounds for termination of employment or expulsion from the Institute.
- 6.2 Engaging in sexual relations with anyone under the age of 18, or abuse or exploitation of a child or a vulnerable adult in any way, regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- 6.3 Engaging or supporting directly or indirectly by any means, any activities that advocate the legislation, legitimisation or practice of commercial sexual exploitation or sex trafficking.
- 6.4 Unwelcome sexual advances, requests for sexual favours, and other verbal or non-verbal harassment of a sexual nature, including stalking and through online means.
- 6.5 Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to participants/beneficiaries.
- 6.6 Any sexual relationship between those carrying out research, implementation or education activities on behalf of the LSTM group and a person participating or benefitting in that work that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of our work.
- 6.7 Any kind of negative distinction, discrimination, psychological or physical harassment, bullying, threat, attack, or exclusion; due to age, disability, gender identity or reassignment, race (including nationality or ethnic identity), sex, sexual orientation, religion, or belief.
- 6.8 Abuse of power, whereby a member of staff or student exploits a position of power in relation to a participant, community member of another member of staff or student or collaborative partner.
- 6.9 Drinking alcohol, (except in moderation as part of a work-related social occasion), during working hours.
- 6.10 Taking illegal drugs/substances or using any “legal highs” (not yet controlled under the misuse of drugs act, but which could nevertheless alter behaviour or impair judgement), at any time within the workplace or extended workplace.
- 6.11 Being in possession of, or profiting from the sale of, illegal goods or substances.
- 6.12 Behaving in a way which threatens the welfare or security of ourselves or others.
- 6.13 Using LSTM resources/equipment or accessing the internet via LSTM’s networks for potentially unsafe or unlawful practices, in line with our [IT acceptable use policy](#)
- 6.14 Using social media to bully, harass or make otherwise derogatory, defamatory or offensive comments about an individual, including via posts, images, or to bring LSTM into disrepute.
- 6.15 Accepting or offering bribes/significant gifts to government employees, beneficiaries, donors, suppliers or others, which have been offered or received through your work with LSTM or in a personal capacity, which may impact on the work/reputation of LSTM (refer to: [UK Bribery Act 2010](#))
- 6.16 Using LSTM funds or resources, or those received from donors, to support directly or indirectly any of the above activities.
- 6.17 Unlawful speech or breaches of the LSTM [Freedom of Speech Code of Practice](#)

7. Agreement to the LSTM code of conduct

- 7.1 I understand that I am expected to observe the LSTM code of conduct. I have read this code of conduct and understand that it applies to me.
- 7.2 This code of conduct, together with LSTM’s policies, procedures, codes of practice and your contractual terms & conditions of employment (or your volunteer agreement or student charter), provide a framework within which all LSTM employees, students, or associates, undertake their duties.
- 7.3 Any breach may result in action in accordance with LSTM’s [Disciplinary Policy and Procedure](#) or disciplinary action under the [LSTM Student Disciplinary Code](#) (and could lead to criminal prosecution).

Name (print):

Date:

Signature:

Dept: