

Liverpool School of Tropical Medicine - Code of Conduct

1. Introduction

LSTM's work is based on our vision, mission, and values (see below). As staff, students, volunteers, and representatives of LSTM, our behaviour and actions are defined by these organisational values. We must demonstrate them in our respect for individuals and communities with whom we work. It is the responsibility of us all to ensure our behaviour is consistent with the organisation's vision and values. If any of us fails to act in a way that is consistent with these, then we fail as an organisation.

Vision

To save lives in resource poor countries through research, education and capacity strengthening

Mission

To reduce the burden of sickness and mortality in disease endemic countries through the delivery of effective interventions which improve human health and are relevant to the poorest communities.

Values

- Making a difference to health and wellbeing
- Excellence in innovation, leadership, and science
- Achieving and delivering through partnership
- An ethical ethos founded on respect, accountability, and honesty
- Creating a great place to work and study.

2. Principles of our code of conduct

- 2.1 As an employee, representative, volunteer, student, visitor, consultant or holder of honorary contract of the LSTM and its subsidiaries, (including but not limited to: IVCC, WTC, MLW, overseas NGOs), 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, volunteers, consultants and other representatives, as well as providing examples of conduct that will always be unacceptable.
- 2.2 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 is underpinned by the highest standards of rigour and integrity as per [LSTM's Research Integrity Statement](#)
- 2.3 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.
- 2.4 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. This Code is subject to relevant international human rights law, wherever the employee is employed and shall be read in a manner that is compliant with that law.

2.5 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.

2.6 LSTM expects all members of our community to treat each other with respect, courtesy and consideration at all times. Every member of the LSTM community has the right to expect respectful behaviours from others and the responsibility to behave correspondingly. Everyone is encouraged and supported to challenge, or raise concerns relating to behaviours which are contrary to this principle.

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

- Uphold the integrity and reputation of LSTM and its subsidiaries by ensuring that our professional and personal conduct is demonstrably consistent with LSTM's values and 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 misconduct in a transparent, timely and fair manner
- Exercise care and respect for all participants in research, the wider participant community, and for the subjects and beneficiaries of research, including humans, animals and the environment.
- Extend those same values of respect for LSTM colleagues to those with whom LSTM staff collaborate with in partnership.
- Conduct ourselves openly and transparently, with integrity, impartiality and honesty – we shall never deceive or knowingly mislead others
- Treat all people with dignity and respect and challenge any form of harassment, discrimination, intimidation, exploitation or abuse. Respect the basic rights of others by acting fairly, honestly and tactfully
- 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 staff, students, volunteers, children, vulnerable adults, research participants and beneficiaries by complying with LSTM's Safeguarding Students Procedure and our Protecting Children and Vulnerable Adults Procedure
- 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 concerns or suspicions regarding abuse, harassment or exploitation by a student, colleague or other member of LSTM whether in the same agency or not, you must report such concerns via LSTM's established reporting mechanisms.
- Create and maintain an environment which prevents sexual exploitation and abuse and other forms of abuse relating to the Dignity at Work and Study Policy and promotes the implementation of the code of conduct.

LSTM, therefore, does not tolerate the following:

- Sexual exploitation and abuse 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 University

- 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
- 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 beneficiaries/participants
- Any sexual relationship between those carrying out research and 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
- 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
- Unwelcome sexual advances, requests for sexual favours, and other verbal or non-verbal harassment of a sexual nature, including stalking and through online means
- Any kind of negative distinction, discrimination, psychological or physical harassment, threat, attack, or exclusion; due to age, disability, gender identity or reassignment, race (including nationality or ethnic identity), sex, sexual orientation, religion or belief
- Drinking alcohol (except in moderation as part of a work-related social occasion) during working hours
- 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
- Being in possession of, or profiting from the sale of, illegal goods or substances
- Behaving in a way which threatens the welfare or security of ourselves or others
- Using LSTM resources/equipment or accessing the internet via LSTM’s networks for potentially unsafe or unlawful practices, including:
 - Downloading of illegal or uncertified material (music, movies, software, etc.)
 - Viewing, downloading, creating or distributing online content that are legally prohibited or that are designed to incite hatred and/or violence, (including content with sexually explicit, racist, sexist discriminatory or insulting or offensive materials)
 - Sending, forwarding or saving messages (e-mail, SMS etc.) that are of a pornographic, racist, sexist, discriminatory, insulting, offensive or sexually intimidating nature, or that are legally prohibited or that are designed to incite hatred and/or violence
- 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
- 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 or reputation of LSTM (refer to the [UK Bribery Act 2010](#))
- Using LSTM funds or resources, or those received from donors, to support directly or indirectly any of the above activities.

4. Agreement to the LSTM code of conduct

- 4.1 Whilst observing the requirements of the code of conduct, I will also be sensitive to national laws and customs, even if the norms and values in that cultural context are more proscriptive or differ from the LSTM code of conduct. I understand that I am expected to observe the LSTM code of conduct where the local laws etc. are less restrictive. I will, if necessary, seek (and will receive) support and advice from LSTM.

- 4.2 This code of conduct, together with LSTM's policies and procedures and your contractual terms & conditions of employment (or your volunteer agreement or student charter), provide a framework within which all LSTM employees, students, contractors, or associates regardless of location, undertake their duties.
- 4.3 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 in some cases could lead to criminal prosecution).
- 4.4 I have read this code of conduct and understand that it applies to me.

Name (print):

Date:

Signature:

Staff member: Y / N

Student: Y / N

Staff Member Dept:

Student Number: