

## **Ethics Framework Statement**

### **Introduction**

The University is committed to operating in an ethical way in every area to ensure the highest possible standards of decision making and accountability. This statement provides the context of a range of policies, regulations and codes which cover specific issues with an ethical dimension. These are available in the Annexes, arranged alphabetically and by subject. Additionally staff members are required to adhere to any relevant legislation including that which is specific to their area of responsibility.

The Ethics Framework Statement sets out the role and responsibilities of the University Ethics Committee, the guiding principles and values, and the system of governance. The principles of public life have been adapted from those found in the Second Report of the Committee on Standards in Public Life to be applicable to staff, governors and students of the University, its collaborative partners, and to those providing a service to the University. It relates these principles and values to the personal and professional behaviour expected of its staff.

### **The University Ethics Committee**

The Committee has an oversight of all aspects of ethical matters at the University. It will monitor and review the activities and resources used to support, implement and embed ethics into our practices. This will include ensuring that Schools and Services have appropriate procedures to deal with ethical implications arising from teaching, research and institutional practice and to supplement these procedures as required.

The Committee will ensure that the range of related policies which impinge on the work of the University Ethics Committee and ethical principles are clearly laid down, regularly monitored, and are disseminated to staff and students. They will also ensure that reference material on ethical guidelines produced by professional bodies, funding councils and other national bodies are maintained in a central place, implemented, and appropriate training arrangements on ethical issues are organised and attended. This will include recommendations about specialist ethical guidelines to be adopted to cover specific areas of academic activity and professional practice.

Finally the Committee will review the University's ethical guidelines, any local arrangements in relation to ethical policies, and any ethical requirements imposed by external bodies. To consider issues concerning ethics referred to the University Ethics Committee by any other university body and to advise on wider aspects of University life/activities that may have ethical implications.

### **Guiding Principles and Values**

The University recognises that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. In many areas of activity, there are no relevant laws or regulations. In these cases, as in all others, the University will operate within a framework established by the Seven Principles of Public Life<sup>1</sup> and the

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<sup>1</sup> These are: Integrity, objectivity, openness, selflessness, accountability, honesty, and leadership.

University's core behavioural values. Their practical relevance to the University is shown in the Code of Conduct.

## **Personal and Professional Behaviour**

### **Middlesex University - Core Behavioural Values**

#### **Honesty and integrity**

This goes beyond observance of professional standards: it is about openness and prudent judgement. It is about gaining trust and being straightforward in all of our working relationships. For example give advice we believe in, behave ethically and stay true to our standards, avoid conflicts of interest, agree clear expectations, adopt a truthful and straightforward approach, even if the message is difficult, speak up if we think something is wrong, without fear of recrimination or victimisation and seek out, and give, honest and constructive feedback

#### **Mutual support**

We treat each other with consideration, dignity and respect with a strong ethos of sharing and consultation. We go to great lengths to help each other out. We stand up for each other and do not have a blame culture. For example make time for any colleague who wants to talk through an issue, ask for help when we need it, consult and involve others in decisions and try to understand each others' points of view

#### **Strong personal commitment to colleagues and students**

Our student and colleague relationships are more than just learning and work partnerships: we aim to understand people, and build long-standing relationships based on mutual respect and trust. We care about the success of our students and colleagues and are committed to delivering best value. We adopt a professional approach and it is important that our colleagues and students enjoy working with us. For example to adopt a proactive approach, give high quality, constructive and tailored advice, communicate on a regular basis and to develop and demonstrate expertise

#### **Taking personal responsibility**

We treat each other as equals. We all have a strong sense of responsibility to colleagues and the university, engendering an environment where everyone can operate with the appropriate amount of flexibility and freedom. We appreciate and recognise everyone's strengths. We can be ourselves. For example lead by example, create and make the most of opportunities, nurture independent thinking and ideas, demonstrate confidence and trust in each other and adopt a proactive approach to problem solving and improvements

All staff members are expected to act honestly, conscientiously, fairly, reasonably, and in good faith at all times, having regard to their responsibilities, the interests of the University, (its mission and core values) and the rights and interests of colleagues and students.

## **Governance**

In order for the University Ethics Committee to fulfil its remit, all Schools and Services should have established mechanisms to undertake ethical scrutiny. In schools there will a requirement to have the facility to scrutinise ethical matters with regard to research and teaching, as well as behaviour. This may be achieved through either one forum or two separate forums.

The forum or forums established will need to have monitoring and reporting structures in place to provide reports to the University Ethics Committee on;

- Ethical behaviour of staff and students
- Ethical research

The University Ethics Committee is a sub-committee within the Academic Board structure and therefore its remit is to report to Academic Board on ethical matters within the University.

***This Framework Statement was approved by the Ethics Committee at its meeting on 8 September 2008. It is due for review in September 2013.***

## **Annexes**

These Annexes provide links to key Policy and related documents on the Intranet They are arranged as a subject listing and as an alphabetical listing.

### ***Subject Listing***

#### **Equal Opportunities and Anti-Discrimination**

Age – Recruitment and Selection Guidance:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/empequrs.pdf>

Age Discrimination Overview:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/agediscr.pdf>

Bank Holiday and University Days Entitlement for Part Time Staff:

<http://www.intra.mdx.ac.uk/services/HR/docs/BANKHOLS.PDF>

Childcare Policy (HRPS 20):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps20.pdf>

Compassionate Leave and Special Leave:

<http://www.intra.mdx.ac.uk/services/HR/docs/Specleav.pdf>

Dependency Leave Policy (HRPS 16):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps16.pdf>

Disability – Employing Disabled People – A Manager's Guide:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/Disaqd11.pdf>

Disability Equality Scheme 2006-2009:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/DES%200609%20Final%20New%20Actions%20107.pdf>

Equality and Diversity Policy (HRPS 8):

<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS8.pdf>

Equal Pay Policy (HRPS 29):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps29.pdf>

Equality and Diversity Strategy:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/edstrat6.pdf>

Flexible Working Procedure and Forms:

<http://www.intra.mdx.ac.uk/services/HR/docs/flexwork.doc>

Gender Equality Scheme 2007-2010:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/ges0710.pdf>

Harassment and Bullying – Promoting a Positive Work Environment:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/proposev.pdf>

Job Share Policy (HRPS 15):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps15.pdf>

Leave – Bank Holidays and University Days Entitlement for Part Time Staff:

<http://www.intra.mdx.ac.uk/services/HR/docs/BANKHOLS.PDF>

Minimum Wage Payments:

<http://www.intra.mdx.ac.uk/services/HR/docs/minwage.pdf>

Public Duties – Time off for Public Duties:

<http://www.intra.mdx.ac.uk/services/HR/docs/timeofpd.pdf>

Race Equality Scheme 2006-2009:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/res0609.pdf>

Recruitment and Selection Guidance – Age:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/empequrs.pdf>

Recruitment of Ex-Offenders to Programmes of Study or Posts Policy (HRPS 27):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps27.pdf>

Religious Holidays:

<http://www.intra.mdx.ac.uk/services/HR/docs/religiou.pdf>

Sickness Absence – Recording Sickness Absence Guidelines:

<http://www.intra.mdx.ac.uk/services/HR/docs/sicrtngd.pdf>

Sickness Absence and Ill Health Policy (HRPS 33):

<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS33.pdf>

Special Leave and Compassionate Leave:

<http://www.intra.mdx.ac.uk/services/HR/docs/Specleav.pdf>

Staff Development Policy (HRPS 24):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps4.pdf>

Staff Recruitment and Selection Policy (HRPS 7):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps7.pdf>

## **Health and Safety**

Alcohol and Substance Misuse Policy (HRPS 32):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps32.pdf>

Dependency Leave Policy (HRPS 16):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps16.pdf>

Fire Safety Policy (HRPS 34):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps34.pdf>

Health and Safety Policy (HRPS 2):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps2.pdf>

Health and Safety Management of Events:

<http://www.intra.mdx.ac.uk/services/EFMS/Health/docs/Safety%20Events%20Tool.pdf>

Mental Health and Stress Management Policy (HRPS 26):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps26.pdf>

No Smoking Policy (HRPS 6):

<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS6.pdf>

No Smoking Policy – Archway Campus:

<http://www.intra.mdx.ac.uk/services/HR/docs/smokingawcampus.pdf>

Occupational Health Policy (HRPS 3):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps3.pdf>

Rest Breaks:

<http://www.intra.mdx.ac.uk/services/HR/docs/Restbrek.pdf>

Sickness Absence – Recording Sickness Absence Guidelines:

<http://www.intra.mdx.ac.uk/services/HR/docs/sicrtngd.pdf>

Sickness Absence and Ill Health Policy (HRPS 33):

<http://www.intra.mdx.ac.uk/services/HR/docs/sicrtngd.pdf>

Sickness Regulations and Notifications Procedures:

<http://www.intra.mdx.ac.uk/services/HR/docs/Sicnotif.pdf>

Smoking Policy (HRPS 6):

<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS6.pdf>

Smoking Policy – Archway Campus:

<http://www.intra.mdx.ac.uk/services/HR/docs/smokingawcampus.pdf>

Stress Management – Mental Health and Stress Management Policy (HRPS 26):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps26.pdf>

Homeworking (HRPS 31):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps31.pdf>

Health and Safety Checklist for Staff Contracted to Work from Home:

[http://www.intra.mdx.ac.uk/services/HR/docs/has/has\\_gn30.pdf](http://www.intra.mdx.ac.uk/services/HR/docs/has/has_gn30.pdf)

## **Finance, Purchasing and Procurement**

Financial Regulations:

<http://www.intra.mdx.ac.uk/services/Financial%20Services/docs/finregoct101.pdf>

Enterprise Manual:

<http://www.intra.mdx.ac.uk/services/Financial%20Services/docs/entresearch201%20.pdf>

Procurement Policy (See especially Part 1):

<http://www.intra.mdx.ac.uk/services/Programme%20Procurement/Central%20Procurement/Procurement%20Policy%20Index/index.html>

Policy on Probity in Purchasing:

<http://www.intra.mdx.ac.uk/services/Programme%20Procurement/docs/Probity%20in%20Purchasin.pdf>

## **Marketing**

Corporate Marketing Plan:

[http://www.intra.mdx.ac.uk/services/Marketing/docs/MDX\\_Corp\\_07\\_08.pdf](http://www.intra.mdx.ac.uk/services/Marketing/docs/MDX_Corp_07_08.pdf)

## **Data Protection, Privacy, and Confidentiality**

Data Protection Policy (GPS 4):

<http://www.intra.mdx.ac.uk/general/docs/gps4.pdf>

Guidance on the Data Protection Act 1998 (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtectionHandbk4.pdf>

Disclosing Personal Data (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtectionHandbk3.pdf>

Data Protection Guidance for Regional Offices (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/Data-protectionHandb.pdf>

Email and Data Protection: Guidelines (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtectionHandbk1.pdf>

Secure Storage, Handling, Use, Retention, and Disposal of Disclosures and Disclosure Information Policy (HRPS 28):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps28.pdf>

Emergency Contact Details Form (HR):

<http://www.intra.mdx.ac.uk/services/HR/docs/hremerge.pdf>

Staff and Student References: Data Protection Issues (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtection-Refer.pdf>

Research and Data Protection (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/Data-Protection-Rese.pdf>

## **Transparency and Openness**

Public Interest Disclosure Policy (HRPS 21):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps21.pdf>

Freedom of Information Policy (GPS 5):

<http://www.intra.mdx.ac.uk/general/docs/gps5.pdf>

Staff and Student References: Data Protection Issues (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtection-Refer.pdf>

Code of Practice on Freedom of Speech

<http://www.mdx.ac.uk/aboutus/fpr/docs/freedomsp.pdf>

## **Intellectual Property**

Staff Intellectual Property Rights and Revenue (HRPS 25)

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps25.pdf>

Intellectual Property and Confidential Information: The Management of Confidential Information - Code of Practice and Procedures:

<http://www.intra.mdx.ac.uk/services/MURO/docs/confid2.pdf>

Guide to Intellectual Property for Researchers:

<http://www.intra.mdx.ac.uk/services/MURO/docs/intprop.pdf>

In addition, the following Staff Handbooks have sections covering Intellectual Property:

Academic Staff Handbook:

<http://www.intra.mdx.ac.uk/services/HR/docs/achbook.pdf>

Researchers' Handbook:

<http://www.intra.mdx.ac.uk/services/HR/docs/ResHandbook.pdf>

Senior Managers' and Professors' Handbook:

<http://www.intra.mdx.ac.uk/services/HR/docs/Senior%20Managers%20%20Pro.pdf>

Copyright Clearance for Course Materials:

<http://www.intra.mdx.ac.uk/services/LR/lr.html#ccm>

## **Sustainability and the Environment**

Sustainability (APS 5):

<http://www.intra.mdx.ac.uk/general/docs/aps5.pdf>

Energy Management Policy (EMP 1):

<http://www.intra.mdx.ac.uk/general/docs/EMP1%20EnergyManagmnt.pdf>

Sustainability and Procurement/Purchasing (Section 1 of the Procurement Policy):

<http://www.intra.mdx.ac.uk/services/Programme%20Procurement/docs/Guidelines%20for%20Purch.pdf>

## **Conduct at Work and Use of University Resources**

Alcohol and Substance Misuse Policy (HRPS 32):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps32.pdf>

Computer Use Policy (GPS 6):  
<http://www.intra.mdx.ac.uk/general/docs/computer%20use%20policy.doc>

Guidelines on Staff Use of Phones, Faxes and Computers for Personal Use:  
<http://www.intra.mdx.ac.uk/services/HR/docs/Phone.pdf>

Financial Regulations (especially section 9 'Code of Conduct'):  
<http://www.intra.mdx.ac.uk/services/Financial%20Services/docs/finregoct101.pdf>

Email and Data Protection: Guidelines (Part of the Data Protection Handbook):  
<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtectionHandbk1.pdf>

## **Conflicts of Interest**

Conflict of Interest and Commitment Policy (HRPS 35)  
<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS35.pdf>

Policy on Consensual/ Personal Relationships between Staff and Students (HRPS 30):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps30.pdf>

Procurement/Purchasing and Conflict of Interest (Section 1 of the Procurement Policy):  
<http://www.intra.mdx.ac.uk/services/Programme%20Procurement/docs/Guidelines%20for%20Purch.pdf>

## **Teaching**

Curriculum Design (APS 18):  
<http://www.intra.mdx.ac.uk/general/docs/Academic%20Policy%20stat.doc>

Teaching Observation (APS 19):  
<http://www.intra.mdx.ac.uk/general/docs/aps19.pdf>

Collaborative Programmes of Study with other Providers of Further and Higher Education (APS 1):  
<http://www.intra.mdx.ac.uk/general/docs/aps1.pdf>

Coaching and Mentoring Policy (HRPS 5):  
<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS5.pdf>

## **Research – Codes, Guidelines, Procedures, Forms**

Policy Statement on Research (APS 4):  
<http://www.mdx.ac.uk/research/docs/respol.pdf>

Code of Practice for Research: Principles and Procedures:  
<http://www.intra.mdx.ac.uk/services/MURO/docs/rescop.pdf>



An Ethical Framework for Research at Middlesex University:  
<http://www.intra.mdx.ac.uk/services/MURO/docs/resethfra.pdf>

Research and Data Protection – Notes of Guidance:  
<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/Data-Protection-Rese.pdf>

Authorship (Part of Code of Practice for Research):  
<http://www.intra.mdx.ac.uk/services/MURO/docs/rescop.pdf>

Research Misconduct (Part of the Code of Practice for Research):  
<http://www.intra.mdx.ac.uk/services/MURO/docs/rescop.pdf>

Statement on the Use of Animals in Research:  
<http://www.intra.mdx.ac.uk/services/MURO/docs/EthicsAnimalsStateme.pdf>

In addition to the above, the Schools have their own guidelines, procedures, and forms covering ethics in the conduct of research. The School Intranet sites should be checked.

### ***Alphabetical Listing***

Absence – Sickness Absence and Ill Health Policy (HRPS 33):  
<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS33.pdf>

Academic Staff Handbook:  
<http://www.intra.mdx.ac.uk/services/HR/docs/achbook.pdf>

Age – Recruitment and Selection Guidance:  
<http://www.intra.mdx.ac.uk/services/HR/docs/eo/empequrs.pdf>

Age Discrimination Overview:  
<http://www.intra.mdx.ac.uk/services/HR/docs/eo/agediscr.pdf>

Alcohol and Substance Misuse Policy (HRPS 32):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps32.pdf>

Animals in Research:- Statement on the Use of  
<http://www.intra.mdx.ac.uk/services/MURO/docs/EthicsAnimalsStateme.pdf>

Authorship (Part of Code of Practice for Research):  
<http://www.intra.mdx.ac.uk/services/MURO/docs/rescop.pdf>

## **B**

Bank Holiday and University Days Entitlement for Part Time Staff:  
<http://www.intra.mdx.ac.uk/services/HR/docs/BANKHOLS.PDF>

## **C**

Childcare Policy (HRPS 20):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps20.pdf>

Coaching and Mentoring Policy (HRPS 5):  
<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS5.pdf>

Code of Practice for Research: Principles and Procedures:  
<http://www.intra.mdx.ac.uk/services/MURO/docs/rescop.pdf>

Collaborative Programmes of Study with other Providers of Further and Higher Education (APS 1):  
<http://www.intra.mdx.ac.uk/general/docs/aps1.pdf>

Compassionate Leave and Special Leave:  
<http://www.intra.mdx.ac.uk/services/HR/docs/Specleav.pdf>

Computer Use Policy (GPS 6):  
<http://www.intra.mdx.ac.uk/general/docs/computer%20use%20policy.doc>

Conflict of Interest and Commitment Policy (HRPS 35)  
<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS35.pdf>

Copyright Clearance for Course Materials:  
<http://www.intra.mdx.ac.uk/services/LR/lr.html#ccm>

Corporate Marketing Plan:  
[http://www.intra.mdx.ac.uk/services/Marketing/docs/MDX\\_Corp\\_07\\_08.pdf](http://www.intra.mdx.ac.uk/services/Marketing/docs/MDX_Corp_07_08.pdf)

Curriculum Design (APS 18):  
<http://www.intra.mdx.ac.uk/general/docs/Academic%20Policy%20stat.doc>

## D

Data Protection Guidance for Regional Offices (Part of the Data Protection Handbook):  
<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/Data-protectionHandb.pdf>

Data Protection Policy (GPS 4):  
<http://www.intra.mdx.ac.uk/general/docs/gps4.pdf>

Dependency Leave Policy (HRPS 16):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps16.pdf>

Disability – Employing Disabled People – A Manager’s Guide:  
<http://www.intra.mdx.ac.uk/services/HR/docs/eo/Disagd11.pdf>

Disability Equality Scheme 2006-2009:  
<http://www.intra.mdx.ac.uk/services/HR/docs/eo/DES%200609%20Final%20New%20Actions%200107.pdf>

Disclosing Personal Data (Part of the Data Protection Handbook):  
<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtectionHandbk3.pdf>

## E

Email and Data Protection: Guidelines (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtectionHandbk1.pdf>

Email and Data Protection: Guidelines (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtectionHandbk1.pdf>

Emergency Contact Details Form (HR):

<http://www.intra.mdx.ac.uk/services/HR/docs/hremerge.pdf>

Employing Disabled People - A Manager's Guide:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/Disagd11.pdf>

Energy Management Policy (EMP 1):

<http://www.intra.mdx.ac.uk/general/docs/EMP1%20EnergyManagmnt.pdf>

Enterprise Manual:

<http://www.intra.mdx.ac.uk/services/Financial%20Services/docs/entresearch201%20.pdf>

Equal Opportunities Policy (HRPS 8):

<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS8.pdf>

Equal Pay Policy (HRPS 29):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps29.pdf>

Equality and Diversity Strategy:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/edstrat6.pdf>

(An) Ethical Framework for Research at Middlesex University:

<http://www.intra.mdx.ac.uk/services/MURO/docs/resethfra.pdf>

## F

Financial Regulations (especially section 9 'Code of Conduct'):

<http://www.intra.mdx.ac.uk/services/Financial%20Services/docs/finregcoct101.pdf>

Fire Safety Policy (HRPS 34):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps34.pdf>

Flexible Working Procedure and Forms:

<http://www.intra.mdx.ac.uk/services/HR/docs/flexwork.doc>

Freedom of Information Policy (GPS 5):

<http://www.intra.mdx.ac.uk/general/docs/gps5.pdf>

Freedom of Speech – Code of Practice

<http://www.mdx.ac.uk/aboutus/fpr/docs/freedomsp.pdf>

## G

Gender Equality Scheme 2007-2010:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/ges0710.pdf>

Guidance on the Data Protection Act 1998 (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtectionHandbk4.pdf>

Guide to Intellectual Property for Researchers:

<http://www.intra.mdx.ac.uk/services/MURO/docs/intprop.pdf>

Guidelines on Staff Use of Phones, Faxes and Computers for Personal Use:

<http://www.intra.mdx.ac.uk/services/HR/docs/Phone.pdf>

## H

Harassment and Bullying – Promoting a Positive Work Environment:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/proposev.pdf>

Health and Safety Checklist for Staff Contracted to Work from Home:

[http://www.intra.mdx.ac.uk/services/HR/docs/has/has\\_gn30.pdf](http://www.intra.mdx.ac.uk/services/HR/docs/has/has_gn30.pdf)

Health and Safety Management of Events:

<http://www.intra.mdx.ac.uk/services/EFMS/Health/docs/Safety%20Events%20Tool.pdf>

Health and Safety Policy (HRPS 2):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps2.pdf>

Holidays – Bank Holidays and University Days Entitlement for Part Time Staff:

<http://www.intra.mdx.ac.uk/services/HR/docs/BANKHOLS.PDF>

Holidays – Religious Holidays:

<http://www.intra.mdx.ac.uk/services/HR/docs/religiou.pdf>

Homeworking (HRPS 31):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps31.pdf>

## I

Intellectual Property and Confidential Information: The Management of Confidential Information - Code of Practice and Procedures:

<http://www.intra.mdx.ac.uk/services/MURO/docs/confid2.pdf>

## J

Job Share Policy (HRPS 15):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps15.pdf>

## L

Leave – Bank Holidays and University Days Entitlement for Part Time Staff:  
<http://www.intra.mdx.ac.uk/services/HR/docs/BANKHOLS.PDF>

Leave – Dependency Leave Policy (HRPS 16):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps16.pdf>

## M

Mental Health and Stress Management Policy (HRPS 26):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps26.pdf>

Minimum Wage Payments:  
<http://www.intra.mdx.ac.uk/services/HR/docs/minwage.pdf>

## N

No Smoking Policy – Archway Campus:  
<http://www.intra.mdx.ac.uk/services/HR/docs/smokingawcampus.pdf>

No Smoking Policy (HRPS 6):  
<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS6.pdf>

## O

Occupational Health Policy (HRPS 3):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps3.pdf>

## P

Pay – Equal Pay Policy (HRPS 29):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps29.pdf>

Pay Minimum Wage Payments:  
<http://www.intra.mdx.ac.uk/services/HR/docs/minwage.pdf>

Policy on Consensual/ Personal Relationships between Staff and Students (HRPS 30):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps30.pdf>

Policy on Probity in Purchasing:  
<http://www.intra.mdx.ac.uk/services/Programme%20Procurement/docs/Probity%20in%20Purchasin.pdf>

Policy Statement on Research (APS 4):  
<http://www.mdx.ac.uk/research/docs/respol.pdf>

Procurement Policy (See especially Part 1):  
<http://www.intra.mdx.ac.uk/services/Programme%20Procurement/Central%20Procurement/Procurement%20Policy%20Index/index.html>

Procurement/Purchasing and Conflict of Interest (Section 1 of the Procurement Policy):  
<http://www.intra.mdx.ac.uk/services/Programme%20Procurement/docs/Guidelines%20for%20Purch.pdf>

Public Duties – Time off for Public Duties:

<http://www.intra.mdx.ac.uk/services/HR/docs/timeofpd.pdf>

Public Interest Disclosure Policy (HRPS 21):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps21.pdf>

## R

Race Equality Scheme 2006-2009:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/res0609.pdf>

Recording Sickness Absence Guidelines:

<http://www.intra.mdx.ac.uk/services/HR/docs/sicrtngd.pdf>

Recruitment and Selection Guidance – Age:

<http://www.intra.mdx.ac.uk/services/HR/docs/eo/empequrs.pdf>

Recruitment of Ex-Offenders to Programmes of Study or Posts Policy (HRPS 27):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps27.pdf>

Religious Holidays:

<http://www.intra.mdx.ac.uk/services/HR/docs/religiou.pdf>

Research and Data Protection (Part of the Data Protection Handbook):

<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/Data-Protection-Rese.pdf>

Research Misconduct (Part of the Code of Practice for Research:

<http://www.intra.mdx.ac.uk/services/MURO/docs/rescop.pdf>

Researchers' Handbook:

<http://www.intra.mdx.ac.uk/services/HR/docs/ResHandbook.pdf>

Rest Breaks:

<http://www.intra.mdx.ac.uk/services/HR/docs/Restbrek.pdf>

## S

Secure Storage, Handling, Use, Retention, and Disposal of Disclosures and Disclosure Information Policy (HRPS 28):

<http://www.intra.mdx.ac.uk/services/HR/docs/hrps28.pdf>

Senior Managers' and Professors' Handbook:

<http://www.intra.mdx.ac.uk/services/HR/docs/Senior%20Managers%20%20Pro.pdf>

Sickness Absence – Recording Sickness Absence Guidelines:

<http://www.intra.mdx.ac.uk/services/HR/docs/sicrtngd.pdf>

Sickness Absence and Ill Health Policy (HRPS 33):

<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS33.pdf>

Sickness Regulations and Notifications Procedures:  
<http://www.intra.mdx.ac.uk/services/HR/docs/Sicnotif.pdf>

Smoking Policy – Archway Campus:  
<http://www.intra.mdx.ac.uk/services/HR/docs/smokingawcampus.pdf>

Smoking Policy (HRPS 6):  
<http://www.intra.mdx.ac.uk/services/HR/docs/HRPS6.pdf>

Special Leave and Compassionate Leave:  
<http://www.intra.mdx.ac.uk/services/HR/docs/Specleav.pdf>

Staff and Student References: Data Protection Issues (Part of the Data Protection Handbook):  
<http://www.intra.mdx.ac.uk/services/Academic%20Registry/docs/DataProtection-Refer.pdf>

Staff Development Policy (HRPS 24):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps4.pdf>

Staff Intellectual Property Rights and Revenue (HRPS 25)  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps25.pdf>

Staff Recruitment and Selection Policy (HRPS 7):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps7.pdf>

Statement on the Use of Animals in Research:  
<http://www.intra.mdx.ac.uk/services/MURO/docs/EthicsAnimalsStateme.pdf>

Stress Management – Mental Health and Stress Management Policy (HRPS 26):  
<http://www.intra.mdx.ac.uk/services/HR/docs/hrps26.pdf>

Sustainability (APS 5):  
<http://www.intra.mdx.ac.uk/general/docs/aps5.pdf>

Sustainability and Procurement/Purchasing (Section 1 of the Procurement Policy):  
<http://www.intra.mdx.ac.uk/services/Programme%20Procurement/docs/Guidelines%20for%20Purch.pdf>

T

Teaching Observation (APS 19):  
<http://www.intra.mdx.ac.uk/general/docs/aps19.pdf>