UA92 ETHICS FRAMEWORK

Implementation date:	September 2023
Version number:	1.2

Document type		Strategy
	✓	Policy
		Regulations
		Procedure
		Code of Practice
		Guidance
Area of UA92 business		Academic
		Finance
	✓	Governance and Compliance
		Marketing and Engagement
		Operations
		People
		Registry and Quality
		Student Life
		Student Recruitment and Admissions
		Other

Document Name:	UA92 Ethics Framework
Author:	Registrar
Owner (if different from above):	Registrar
Document control information:	
Version number:	1.2
Date approved:	
Approved by:	Academic Committee UA92 Leadership team
Implementation date:	September 2023
Review due:	2024/25 academic year for implementation from September 2025
Document location:	UA92 website Microsoft Teams
Consultation required:	
Equality & Diversity	Yes
Legal considerations (including Consumer Rights)	Yes
Information Governance	Yes
Students	Yes
Employee Engagement Forum	N/A
External	Lancaster University

REVISION HISTORY			
Version	**Date**	**Revision description/Summary of changes**	**Author**

| 1.1 | 29th July 2021 | Updating of areas of business. | Student Administration assistant |
| 1.2 | 29th August 2023 | Scheduled review – routine updates completed | Registrar/Assistant Registrar |

Contents

1. Purpose

1.1 Ethics are moral principles that govern behaviour or the conducting of an activity.

1.2 Taking ethical issues into account should be part of everyday decision-making.

1.3 UA92 is committed to operating in an ethical way to ensure the highest possible standards of decision-making and accountability. Much of our ethical guidance relates to other Policies, Procedures and Codes of Practice, as outlined in section 4.

2. Scope

2.1 This Statement outlines:

- our ethical values and how we uphold and apply them;
- governance arrangements;
- other relevant documents that contain ethical advice.

3. Policy Statements

Ethical Principles

3.1 We aim to establish and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and our contractual obligations.

3.2 In areas of activity where there are no relevant laws or regulations, we will operate within a framework established by the Seven Principles of Public Life:

- i. Selflessness;
- ii. Integrity;
- iii. Objectivity;
- iv. Accountability;
- v. Openness;
- vi. Honesty;
- vii. Leadership.

3.3 3.3 We relate these Principles to the personal and professional behaviour expected of our staff, our Board, our students, and our partners.

Roles and Responsibilities

3.4 All members of the UA92 community should adhere to any relevant legislation which is specific to their area of responsibility and to our Policies, Procedures and Codes of Practice.

We expect them to:

- take responsibility for their decisions,
- be transparent and consistent in decision-making;
- raise concerns regarding ethical matters should as they arise;
- be honest and truthful in their work;
- refer matters to the UA92 Ethics Group as appropriate;
- declare interests and manage conflicts appropriately.

3.5 Practical information about how to deal with a situation with ethical implications can be found in Appendix A.

3.6 We will provide advice and guidance and ensure that our governance arrangements and frameworks for delegation make lines of accountability for decisions clear.

Governance

3.7 The UA92 Board has ultimate oversight of ethical matters, it delegates this responsibility to the Ethics Group which reports to the Leadership Team.

3.8 The Leadership Team monitors and reviews the activities and resources used to support, implement and embed ethics into our practices. This includes providing guidance and advice to staff and students, and other individuals associated with UA92, and on activities carried out in the name of UA92 that may have ethical implications.

Core Behaviour

3.9 UA92 has an agreed set of core behavioural values that everyone who is part of the UA92 community or is associated with UA92 are expected to demonstrate:

One Team	Communicating clearly and forming strong relationships to achieve big ambitions together.
Bold	Challenging the status quo and daring to be different.
Inclusive	Embracing diversity, providing everyone with opportunities and supporting them to succeed.
Resilient	Working hard and persevering relentlessly to realise goals and dreams.
Agile	Responsive to challenges and opportunities, reflecting and always learning.

4. Related Documentation

Consideration of ethical issues should be part of everyday decision-making and much of UA92's ethical guidance is set out in other Policies, Procedures and Codes of Practice. Key documents are listed below:

UA92	- UA92 vision, mission and values statement - UA92 Overview of Management and Governance - UA92 Freedom of Speech Policy and Procedure
Employees	Whistleblowing Policy and Procedure
Academic	Project module
Students	- Student Code of Behaviour and Disciplinary Policy - Student Complaints Policy and Procedure - Academic Malpractice Policy and Procedure - Academic Appeals Policy and Procedure
Partners	Partner Pledge

5. Appendices

Appendix A – Ethical Principals in Practice

When dealing with a situation with ethical implications, you should consider the following questions and guidance:

- Have you considered all those who might be affected by your decision and those who might criticise your decision and the foreseeable reasons they would give for you not taking the decision?
- As well as the risk of harm, have you considered positive obligations – formal or informal – that you owe to those affected by your decision?
- Have you considered what could go wrong as a result of your decision for you, your colleagues (staff and students), UA92 or other stakeholders?
- What options have you considered for responding to the situation?
- Think carefully about the factual basis for your decision. Is your understanding of the facts robust and fair?
- How would you justify your behaviour to your manager or a colleague or friend if asked?
- How would you defend your actions if publicised in the media?
- Are you confident that your decision is the best one in the circumstances?

Another perspective can often help to determine the way forward. If you are concerned, postpone any action until you have obtained further advice and guidance.

Talk to a colleague or your Line Manager about the situation. Try to discuss how detractors might see your decision and the possibility of other alternative actions other than those you have thought of, so that this discussion is of maximum use to good decision making.

It is not feasible for an individual to be an expert in every single field of activity. Please check the list of related documents in Appendix A to see if there is a specific policy or guidance that relates to your situation. Where a policy does exist, direct the enquiry to the appropriate contact specified in the relevant policy document.