

UNIVERSITY OF NOTTINGHAM

FIELD COURSES POLICY (to be included in student information pack as a return slip)

CODE OF CONDUCT

Staff or students working offsite are considered to be representatives of the University for the duration of the trip, including during leisure or 'off-duty' periods. Their actions throughout this time will represent not only their own personal values but also those of the University Nottingham. Any one that they meet or interact with will judge the organisation by how they conduct themselves. Essentially they are ambassadors for the University of Nottingham.

This Code of Conduct defines the expected standards of behaviour that all staff and students should conform to during any off-site trip.

The fieldwork leader and his / her appointed deputies are responsible for discipline during the offsite work. They should lead by example. While engaged on offsite work the decision of the group leader on matters of conduct is final.

All staff and students should:

1. Obey the reasonable instructions of their group leader.
2. If visiting another organisation, comply with the rules of that organisation.
3. If travelling abroad comply with all laws of the country visited.
4. Comply with health and safety arrangements for the work.
5. Not behave in a manner which could damage the reputation of the University during work and leisure time.
6. Respect the social and cultural beliefs of your hosts. This includes modesty in your dress if required by local customs or religious observance.
7. If drinking alcohol, do so responsibly and within the boundaries of local laws and customs.
8. Keep the fieldwork leader or deputies informed of your whereabouts and intended time of return, if going out independently, including during personal time.
9. Report any accidents, near misses, or incidents of ill health, no matter how minor, to the fieldwork leader/deputies.

I agree to abide by the above code of conduct and understand that failure to do so may result in disciplinary action and the case of a serious breach could result in my being asked to leave the course and be repatriated at my own expense.

Signed

Dated