

Code of Ethics

Page 1 of 4

Issue: 3

Issue Date: January 2020

Review Date: January 2022



Introduction

SIRM is committed to demand and maintain the highest standards of ethical conduct in all its activities. SIRM develops and promotes practices relevant to its mission and vision.

Our reputation is built upon its respect for laws and regulations and any other requirements that apply to the conduct of business and the trust and confidence of those with whom it deals with.

SIRM recognises its obligations to all those with whom it has dealings including students, staff, employers, contractors, suppliers, partners, other educational institutions and the wider community.

SIRM encourages a culture of openness aimed at ensuring that matters connected with the operation of the college can be discussed frankly with all.

SIRM has adopted procedures which will enable concerns to be raised on a confidential basis, where that is appropriate, both inside, and if necessary outside SIRM.

Protecting People & Environment

SIRM does not compromise on health, safety, security, equality and diversity or environmental sustainability.

The health and safety of all SIRM staff, students and stakeholders is its absolute priority. SIRM is committed to preventing accidents at work and work related illnesses.

We are committed to implementing the appropriate means to safeguard all staff, students, visitors, assets and operations.

SIRM is committed to respecting and promoting equality and diversity and human rights. SIRM is committed to creating an environment that is free from discrimination and harassment in all its forms. SIRM operates several processes and procedures that ensure that modern slavery and/or people trafficking are not taking place.

SIRM has adopted a Code of Conduct for its staff and students.

SIRM is committed to fair and lawful employment, recruitment and admissions processes and provide equal opportunities for all. SIRM does not tolerate discrimination and considers equality and diversity as valuable assets. SIRM is committed to respecting the communities where we work.

SIRM is responsive to its community and within the framework of its own mission statement seeks to provide programmes and services relevant to the needs of individuals and employers.

SIRM is committed to environmentally friendly in all its operations to minimise negative effects and leave positive impact on the environment.

Code of Ethics

Page 2 of 4

Issue: 3

Issue Date: January 2020

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Business Protection

SIRM stands for the honest, transparent and collaborative way in which it operates.

We reject fraud in all its forms. We are committed to complying with all applicable anti-fraud laws and regulations. We prevent fraud within SIRM or by SIRM and combat any behaviour that is intended to deceive, mislead others aimed at resulting in financial or personal gain. SIRM will never condone, facilitate or support money laundering, including whereby legitimate funds may be used knowingly or unknowingly to support crime or terrorist activities.

We ensure that all gifts, hospitality or entertainment that we give or receive are reasonable, appropriate and conform to good business ethics, do not create conflict of interests, and are not used to improperly influence or appear to influence a decision making process or provide preferential treatment to our business.

SIRM is committed to avoiding situations that may give rise to any actual, potential or perceived conflict of interests, including where staff has a financial or personal interest or activity that interferes with SIRM interests. When situation does arise that is, or may be perceived as a conflict of interests, we are committed to managing it appropriately in order to eliminate conflict.

SIRM is committed to using external and internal social media networks conscientiously and in a responsible and ethical manner. We aim to preserving SIRM's image and reputation in line with the Code of Ethics.

Protecting Assets and Information

SIRM is committed to protecting the confidentiality of the information that we have access to as part of our professional duties and responsibilities. SIRM shall refrain from disclosure without obtaining all necessary prior permissions and only use such information for permitted purposes. This applies to the information that we receive from staff, applicants, students, contractors, suppliers, business partners. It also applies to the information we generate and that belongs to SIRM.

We respect the right to privacy and confidentiality of the personal data and we only collect, process, store and manage personal data in a professional, lawful and ethical way. We only share personal data for a legitimate purpose pursuant to a lawful basis and in compliance with all applicable data protection laws.

Confidential information means any information of any nature (personal, financial, legal, etc.) in oral, written, physical, and digital or any other form such as, without limitation, business secrets, financial data, business plans, personal details, assessment results.

SIRM is committed to giving all our staff and students access to the use of SIRM assets (facilities, equipment, resources etc.) so they can carry out their necessary activities. Such assets shall only be used for legitimate and authorised purposes. We expect all staff and students to take appropriate and reasonable measures to prevent any deterioration, damage or loss.

SIRM is committed to using IT resources and all electronic communication in a secure, responsible and ethical manner.

Code of Ethics

Page 3 of 4

Issue: 3

Issue Date: January 2020

Review Date: January 2022



Students

SIRM believes in respect, transparency, openness and honesty when dealing with its students or applicants.

SIRM is committed not deliberately giving inadequate or misleading information on its learning programmes or other services.

In all advertising and media, SIRM is committed to avoiding untruths, concealment and overstatement about its programmes or achievements.

SIRM is committed to avoid recruitment practices which involve the offer of improper financial or other inducements to students.

SIRM is committed to make all reasonable attempts to deliver learning programmes and support to meet the individual needs of students, efficiently and effectively to accepted quality standards, and takes steps to rectify any shortcomings in the service delivered.

Learning support, information, advice and guidance offered to students is impartial and guided by the best interests of the student.

SIRM is committed to dealing with all students with equal care and respect and ensuring that complaints are dealt with fairly, openly and efficiently.

SIRM encourages students to participate in college life and to express their views openly and honestly. SIRM's system for student representation and feedback encourage students to become responsible partners in their education, providing them with opportunities for active involvement in, and ownership of, their learning. Elected Student Representatives are given responsibility for reporting on student issues. This allows ethical concerns regarding the subject or method of teaching to be raised at an early stage and at the appropriate level.

Within the requirements of the law and in accordance with the current data protection acts, SIRM maintains the confidentiality of information on individual students.

Business Partners

SIRM competes and collaborates honestly with other educational institutions offering similar learning programmes.

SIRM does not engage in unfair or restrictive practices in regard to the recruitment or retention of students.

SIRM consults with partners who might be affected on any significant proposals for change in the learning programmes or services it offers.

SIRM has adopted procedures which ensure sound financial decision-making, control and monitoring to meet the requirements of the funding body and public audit.

Code of Ethics

Page 4 of 4

Issue: 3

Issue Date: January 2020

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Compliance

In the ordinary course of its operations, SIRM enters into various agreements and binding obligations with various sources. Entering into an agreement creates a legal obligation on the part of SIRM to comply with the terms and conditions of that agreement, including applicable laws and regulations. All members of SIRM community are expected to adhere to all agreements and other binding obligations undertaken by SIRM.

Suspected Violations

All members of SIRM community should report suspected violations of applicable laws, regulations, government contracts and grant requirements, and of this Code of Ethics.

SIRM has created mechanisms by which staff and students can express genuinely held concerns about behaviour or decisions they perceive to involve serious impropriety, and have them investigated, with every reasonable assurance of confidentiality as appropriate.