

Policy Document ●●●

Code of Conduct for Students

Introduction

Reed Business School is dedicated to fostering a positive and inclusive experience for all students and learners. We are committed to ensuring that every individual is treated with courtesy, dignity, and respect, in an environment where differences are valued and diversity is embraced. All members of our community—students, learners, and staff—have the right to live, study, work, and relax in a safe and supportive setting.

As members of the Reed Business School community, students and learners are expected to uphold the highest standards of behaviour at all times—whether on School premises, during online interactions (including platforms such as Microsoft Teams), or in any other context associated with the School. Individuals should remain mindful of how their actions and conduct may affect others.

This Code of Conduct outlines the standards of behaviour expected from all students and learners. It provides clear guidance on acceptable and unacceptable conduct, as well as the procedures for addressing breaches of these standards.

Where students or learners fail to meet the required standards of behaviour, appropriate action will be taken by the School's senior management team. All complaints of unacceptable behaviour will be taken seriously. Where such complaints are substantiated, Reed Business School will respond accordingly. This includes investigating and addressing any vexatious or malicious allegations.

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Code of Conduct

Students enrolled at Reed Business School are required to observe the School's code of conduct during all tutorials and whilst in residence at the Manor in Little Compton.

Reed Business School Code of Conduct is designed to:

- Clearly articulate what students and learners can expect from their experience at Reed Business School.
- Define the standards of behaviour and responsibilities expected of all students and learners during their time at the School.
- Serve as a practical guide, directing students and learners to a range of resources and information that will support them throughout their studies.
- Reflect the core values of Reed Business School—an independent entity within the Reed Group—whose guiding principles are outlined below.

We are Fair, Open and Honest

- We treat everyone with fairness and respect
- We act with integrity
- We are true to our commitments

We Take Ownership

- We respond swiftly to execute our promises
- We take responsibility for providing solutions
- We hold ourselves accountable for our actions

We Work Together

- We work in partnership and build sustainable trusted relationships
- We value a diverse workforce and respect the contribution of all
- We support our customers and colleagues in achieving their goals

Policy statement on violence, abuse, and harassment

All students, learners, and staff have the right to live, study, work and relax in an environment where they are free from any form of violence, abuse, or harassment and where their body, gender identity, ethnicity, religion, sexuality, and personal boundaries are respected.

No student or staff member should be forced to just 'put up' with violent or abusive behaviour from others, threats of such behaviour or any forms of abuse or harassment.

What constitutes acceptable standards of behaviour

At Reed Business School, all members of our community are expected to uphold the highest standards of respect, integrity, and consideration for others.

Respect and Courtesy

All students, learners, staff, and visitors must be treated with courtesy, dignity, and respect at all times. Students are expected to dress appropriately for the learning and professional environment of the School.

Safe and Inclusive Environment

Everyone has the right to work and study in an environment that is safe, secure, and free from anxiety, intimidation, or harassment.

Equality and Non-Discrimination

Discriminatory or harassing behaviour will not be tolerated under any circumstances. This includes, but is not limited to, discrimination based on age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Smoking Policy

Smoking is strictly permitted only in the designated smoking area located at the rear of 1 Church Row, outside the Manor gates.

Noise and Conduct at the Manor

Students residing at the Manor are expected to keep noise to a minimum at all times, in recognition that the Manor is a place of study and reflection.

Evening Conduct

Students should return to their accommodation at a reasonable hour in the evening, ensuring they do not disturb fellow students, learners or local residents.

Community Relations

As Little Compton is a quiet village, students are expected to help maintain positive relations with the local community by minimising any disturbance or disruption.

What constitutes unacceptable behaviour

Harassing, victimising or discriminating behaviour against any other person including staff, visitors, other students or any other third party, on grounds of age, disability, race, ethnic or national origin, religion or belief, sex, sexual orientation, gender identity, gender assignment, pregnancy, maternity, marriage or civil partnership, colour or socio-economic background in accordance with the Equality Act 2010.

On no occasion should you use personally abusive, threatening, or violent behaviour or language either in person, through Reed Business School's online platforms, or using email, texts, or social media.

Behaviour or the use of language (whether expressed orally, in writing, or electronically) which is abusive, offensive, defamatory, distressing, aggressive, threatening, coercive, intimidating, unreasonably persistent, violent or disorderly; including sexual violence or abuse of any person.

Antisocial Behaviour

Noise, shouting, swearing, fighting, intimidation of neighbours and others, threats or actual violence against others or vandalism or damage to property.

Unacceptable behaviour arising from excessive consumption of alcohol and/or drugs (legal highs or illegal).

Online Behaviours

Students need to be mindful of how they behave online, on Teams, whether it be through e-mails, websites, blogs, social media or messaging platforms.

Sharing or creating private or public materials containing inappropriate or sexual content online or in digital spaces with the intention to sexually harass and/or incite gender-based violence this includes Cyberflashing

Posting personal information about someone online without their consent.

Care of property

You should treat the property of Reed Business School, equipment and other materials and the property of others with care and respect.

You must abide by Reed Business School policies regarding food and drink, and this should only be consumed in the permitted areas as this can damage equipment.

You should take care of your own property and not leave valuables unattended.

Leave rooms in accommodation in a clean and tidy manner.

Smoking

Smoking or vaping is prohibited inside any building operated by Reed Business School (including corridors, foyers, toilets, and entrances). This includes the Manor and student accommodation. Smoking or vaping near external doors and outside areas is also not permitted.

Drugs and Alcohol Policy

Reed Business School is committed to maintaining a safe, respectful, and professional learning environment. To that end:

- **Illegal Substances**

The possession, use, or distribution of illegal drugs is strictly prohibited on the premises of Reed Business School, including all accommodation facilities. Any illegal substances found in a student's or learner's possession will be confiscated, and disciplinary action will be taken. Where there is reasonable suspicion that a criminal offence has occurred, the matter may be referred to the Police.

- **Alcohol Consumption**

A strict no-alcohol policy is in place for all students while studying or in residence of Reed Business School. The consumption of alcohol in any on-site accommodation is not permitted. During organised and monitored events Reed Business School may provide alcoholic drinks. Students are expected to moderate their consumption and adhere to acceptable standards of behaviours as listed in this policy and Student Code of Conduct.

- **Behaviour and Consequences**

Any student found to be under the influence of illegal drugs or alcohol, or engaging in disruptive or inappropriate behaviour as a result, may be required to leave the premises immediately. Such incidents will be subject to investigation and may result in formal disciplinary procedures.

Academic Misconduct

Reed Business School upholds the highest standards of academic integrity. Any form of academic misconduct is considered a serious breach of the School's values and may result in disciplinary action. Academic misconduct includes, but is not limited to, the following:

General Misconduct

- Disruption of academic or administrative activities, including teaching, research, examinations, or the work of staff and services.
- Falsification, misuse, or unauthorised alteration of qualifications or award certificates issued by Reed Business School.
- Impersonation or misrepresentation of identity in relation to academic achievements or financial awards.
- Offering, soliciting, or accepting any financial, academic, or other advantage to improperly influence the actions of others.
- Conduct, whether on or off campus, that brings Reed Business School into disrepute.
- Research misconduct, including fabrication or falsification of data or results.
- Buying or selling academic work.
- Failure to obtain prior ethical approval for research where required.
- Plagiarism, including the use of AI-generated content without proper attribution.

Examination Misconduct

- Causing a disturbance during an examination.
- Refusing to comply with the instructions of an invigilator.
- Possession of unauthorised materials during an examination or leaving such materials in the examination venue (including restrooms).
- Use of unauthorised electronic devices (e.g., mobile phones, smartwatches, or computers) during an examination.
- Communicating with other candidates during an examination.
- Copying or attempting to copy another candidate's work.
- Having writing or unauthorised notes on the body during an examination.
- Impersonating another student or employing an impersonator for an assessment.
- Use of ghost-writing or contract cheating services for any part of an assessment.
- Submitting the same or substantially similar work for assessment in more than one module or institution without prior approval.
- Gaining unauthorised access to examination materials prior to the examination.
- Forgery of academic documents or records.
- Removing examination papers, answer scripts, or other official materials from the examination venue without permission.

Sanctions

Action must be taken where necessary to ensure all students and learners and staff are able to enjoy life at Reed Business School without experiencing any negative behaviour from others.

Any harassment or bullying from one student to another will not be tolerated by Reed Business School, and those who commit or threaten acts of harassment should be stopped (i.e., their behaviour challenged) and disciplined as appropriate for their actions.

Discipline

Disciplinary procedures may be invoked if it is alleged that a student or learner has committed misconduct.

Where students and learners conduct are being investigated, they may be suspended as a precautionary measure if it is considered that it is necessary to protect them, the integrity of the investigation and or other students and learners from harm. Precautionary action will be reasonable and proportionate.

Actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that Reed Business School has concluded that the accused student has committed a breach of discipline or a criminal offence. Any precautionary actions taken will be reviewed on a regular basis.

Where precautionary actions are taken, the student has the right of appeal against these or to request that they be reviewed when new evidence is available. Appeals of this nature should follow our Complaints Policy guidance.

Multiple or repeated incidents of misconduct may be considered more serious than a single act of misconduct where previous findings will be considered when determining what sanction should be imposed.

Reed Business School reserves the right to notify the employer of any misbehaviour.

Any disciplinary action will be actioned with utmost urgency following any complaint or allegation being made and an investigation having been conducted.

Conviction for a criminal offence

Students are required to disclose any criminal convictions they receive. If a student is convicted of a criminal offence during their time at Reed Business School, the School will assess whether this impacts their continued enrolment. This assessment will take into account:

- The nature and seriousness of the offence
- Whether the offence poses a risk to other students, learners, or staff
- Whether the offence has the potential to bring Reed Business School into disrepute

This policy applies to offences committed off-site, whilst at the School or online.

Please note that Reed Business School may be obligated to report students with criminal convictions or offences to the Education and Skills Funding Agency (ESFA).

Significant concerns or concerns that may be in public domain may also be reported to Ofsted.

How to raise an issue or make a complaint

Students and learners who wish to raise concerns about the behaviour of fellow students, learners, or staff members are encouraged to follow the official Complaints Procedure, which is available on our website: www.reed.com/learning/complaints

If you have experienced or witnessed any form of violence, abuse, bullying, or harassment—including but not limited to sexual violence, sexual assault, threats, or harassment based on race, religion, gender identity, sexuality, or other protected characteristics—you are strongly encouraged to contact our Safeguarding Team.

The team is available to provide appropriate support and guidance, and to assist in reporting incidents where necessary.

Further information on how to address these issues can be found in our Safeguarding Policy. You can reach the Safeguarding Team directly at Reed Business School during office hours or at: safeguarding.reed@reedbusinessschool.co.uk

All complaints and safeguarding concerns will be acknowledged and addressed promptly from the date of submission.

Declaration – Student and Learner Agreement

As a student or learner at Reed Business School, you are expected to read, understand, and agree to the terms outlined in this policy. By doing so, you affirm your commitment to the values and expectations of the School community.

- I agree to comply with all policies, procedures, and regulations governing students and learners at Reed Business School throughout the duration of my studies.
- I support the School's commitment to Equality, Diversity, and Inclusion, and will contribute to fostering a respectful, fair, and inclusive environment for all students, learners, and staff.
- I accept responsibility for my own learning and will actively engage in teaching, academic supervision, feedback, and development opportunities, as well as make appropriate use of the School's support services.
- I will ensure that all work submitted for assessment is my own. I will properly acknowledge all sources of information and ideas, and I will fully comply with the School's regulations on academic integrity and misconduct.
- I recognise that Reed Business School is a professional environment dedicated to study and work, and I will conduct myself accordingly.
- I agree to follow the School's Health and Safety rules and regulations and be responsible to keep myself safe whilst at the Reed Business School, which includes following fire evacuation procedures, be familiar with the location of emergency fire exits and locations of the assembly points.
- I will treat all members of the School community, visitors, and the School's facilities and grounds with respect and consideration at all times.
- I will behave responsibly and appropriately within the local community surrounding the Manor and in any public setting during my time as a student.
- I understand that my conduct reflects on Reed Business School, both within and beyond the academic setting. I will act as a responsible representative of the School in all relevant contexts.
- I acknowledge my right to freedom of speech and expression, and I accept the responsibility to exercise this right respectfully. I will ensure that my communications do not constitute abuse, bullying, harassment, threats, defamation, slander, or libel as in accordance with the fundamental British Values.
- I will maintain a courteous and professional attitude in all interactions with staff and fellow students and learners, and I expect the same standard of professionalism from the School.
- I understand that any breach of this Code of Conduct will be taken seriously and may result in disciplinary action.

Terms & Conditions
www.reedbusinessschool.co.uk/terms-and-conditions

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