



CODE OF ETHICS

Doncaster College commits to these values to guide our decisions and our behaviour.

Respect for Individuals

We treat each other with respect and dignity, valuing individual cultural differences. We communicate frequently and with candour listening to each other regardless of level or position.

Dedication to Helping Learners

Recognising that exceptional quality begins with our workforce, we give individuals the authority to use their capabilities to the fullest in order to satisfy learner requirements. Our environment supports personal development and continuous learning for all our staff.

We truly care for each of our learners. We build enduring relationships by understanding and anticipating our learner's needs and by serving them better each time than the time before. Our learners can count on us to consistently deliver superior products and services that help them achieve their personal ambitions and goals.

Highest Standards of Integrity

We are honest and ethical in all our business dealings, starting with how we treat each other. We keep our promises and admit our mistakes. Our personal conduct ensures that the name of the College is always worthy of trust.

Innovation

We believe innovation is the engine that will keep us vital and growing. Our culture embraces creativity and diversity, seeks different perspectives and risks pursuing new opportunities. We create and rapidly convert technology into products and services, constantly searching for new ways to make technology more useful to learners.

Team Work

We encourage and reward both individual and team achievements. We freely join with colleagues across organisational boundaries to advance the interests of the learner experience. Our team spirit extends to being responsible and caring partners within the communities of Doncaster and the wider area.

By living and breathing these values we aspire to set a standard of excellence within education that will reward our efforts and enrich our communities.

GUIDELINES

The following behavioural indicators reflect the actions we expect to be demonstrated by anyone who is responsible for the activities and achievements of others (staff or learners).

They are directly aligned with the components of our Code of Ethics and will be a significant factor in assessing individual performance.

Respect for Individuals

We expect our staff to:

- Create and sustain an environment that recognises and values differences between individuals
- Ensure that everyone for whom you are responsible has an updated performance plan and to regularly and fairly review performance against it
- Create the environment for open and honest dialogue
- Accept the validity of different views and opinions and actively encourage their expression
- Delegate authority to the lowest possible level without pushing individuals beyond their reasonable capability
- Identify talent, motivate and coach individuals to continually stretch themselves
- Provide education, training and development opportunities and encourage people to take advantage of these

Dedication to Helping Learners

We expect you to:

- Build long-term collaborative relationships with learners
- Listen to learners and develop statements of their needs
- Measure learner satisfaction and act on the results
- Anticipate learner needs and develop plans to satisfy them
- Honour delivery commitments to the learner

Integrity

We expect you to:

- Keep your promises and respect confidentiality
- Admit mistakes and accept responsibility for the consequences
- Place trust in people
- Be open and honest with colleagues, suppliers and learners
- Put College interests above personal motives

Innovation

We expect you to:

- Encourage new ideas and approaches
- Continually question the status quo
- Reward and recognise individual creativity
- Be prepared to take calculated risks
- Accept honest failures; understand and learn from the reasons for failure. Act as a champion of new technology and new ideas

Teamwork

We expect you to:

- Participate willingly in cross-organisational team activities
- Offer to help and support colleagues with workloads and or who are struggling
- Nominate for recognition other individuals or teams who achieve excellence
- Refrain from any style of behaviour that damages relationships and is harmful to team members
- Ensure you know the team requirements and what contribution is expected from you