

1 Purpose

- 1.1 To set out the ethical framework that UKCEH uses whilst working in the UK and abroad. This Code of Ethics stems from the Charitable Objects, UKCEH's values and core expectations and the Conduct Policy and applies to all aspects of UKCEH governance, policy, research, commercial, operational and administrative activities, in essence, how UKCEH conducts its business.

2 Scope

- 2.1 For the purposes of this code, the use of the term "UKCEH people" covers UKCEH employees on permanent (open ended) or fixed and short term contracts, as well as persons who are on secondment to the UKCEH and non-employees such as students, fellows, contractors and other persons carrying out work on UKCEH premises, and/or on behalf of UKCEH.

3 Statement

- 3.1 For the benefit of the public, within the United Kingdom and overseas:

To advance science, in particular, through:

- carrying out pure and applied scientific research in terrestrial and aquatic environments (nationally and internationally) including their interactions with the atmosphere, and publishing the useful results of such research; and
- delivering scientific expertise in terrestrial and aquatic environments (nationally and internationally) including their interaction with the atmosphere.

To advance education in the environment and environmental sciences, and sustainable development, in particular through the promotion of research, the publication and dissemination of the useful results of such research, the training of research scientists of the future, and the distribution of materials that educate the public about these subjects.

To promote sustainable development for the benefit of the public by:

- promoting the preservation, conservation, protection and improvement of the environment and the prudent use of natural resources; and
- the promotion of sustainable means of achieving economic growth and regeneration.

"Sustainable development" means "development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

- 3.2 UKCEH's vision underpinned by the Charitable Objects informs our core activities:
- 3.2.1 Impartial research.
 - 3.2.2 National Capability delivery centre closely aligned with and commissioned by UKRI/NERC.
 - 3.2.3 Operating with UK and international partners and new customers to create even greater scientific impact on global environmental challenges.
 - 3.2.4 Publishing world-class science: maintaining citation comparable to Oxford and Cambridge.

- 3.2.5 Provide excellence in post-graduate student training programmes and be the institute sought after by students for supervision in the environmental sciences.
- 3.2.6 Commit to and provide leading and development opportunities for all staff as a part of continuous learning during their career at UKCEH.
- 3.3 UKCEH's Charitable Objects, operating principles and values provide the foundation for the Conduct Policy which sets out the aspirations and standards of practice expected of UKCEH people.
- 3.4 UKCEH people will be expected to adhere to the Conduct Policy in carrying out UKCEH operations by conducting themselves in line with this policy and demonstrating behaviours and practice in accordance with our values and core expectations.
- 3.5 Our Ethos depicts UKCEH as a not-for-profit, independent research centre carrying out excellent science with impact. Scientific curiosity, integrity and transparency are at the heart of how we work.
- 3.6 UKCEH's strengths and ethos shape the culture, people strategy and values of the organisation.
- To commit to delivering our science to an excellent standard and secure our place as world-leading evidence-based research provider.
 - To strengthen our role and reputation for impartial, integrated science and research expertise to inform society's lasting environmental legacy.
 - To operate with integrity, authority and a sense of corporate accountability, ensuring that our conduct inspires the confidence and trust of our stakeholders.
 - To embrace collaborative and integrated working practices underpinned by a shared sense of purpose that foster strong team work and effective partnerships in realising our mission.
 - To create opportunities for staff, students and future researchers to fulfil their potential and ensure talent growth to meet the challenges ahead.
- 3.7 To do this we will be guided by the following values:
- Excellence - delivering world class science supporting global environmental challenges; valued by stakeholders and meeting customer requirements.
 - Integrity - maintaining the highest standards of research and professional ethics and impartiality.
 - Teamwork - working together effectively with colleagues, partners and customers to achieve long term success.
- 3.8 UKCEH ethical standards are encapsulated within the core expectations set out against each value. These signal to UKCEH people what is expected of them and to stakeholders that they can have confidence in what UKCEH do and the way that UKCEH do it.
- 3.9 All UKCEH people are expected to demonstrate the values and the core expectations which underpin these when engaged on work business or representing UKCEH, including in situations where they are travelling for UKCEH.
- 3.10 Each Value is underpinned by core expectations (outlined below) and form an integral part of UKCEH's annual appraisal process and are incorporated in all staff Forward Job Plans.

3.11 Core Expectations link to each value:

3.11.1 Excellence –delivery focus

Core Expectations:

- Demonstrate a continuous improvement approach.
- Seek to make a positive impact.
- Think and act proactively and innovatively to meet changing priorities.
- Apply the skills appropriate to your role: learn from feedback and undertake continuous professional development.
- Take responsibility for achieving the best outcome within agreed stakeholder and customer requirements (balancing quality with cost and time).
- Prioritise and plan effectively.

3.11.2 Integrity – maintain highest standards of research and professional ethics

Core expectations:

- Reach conclusions based on robust and ethical scientific and professional practice.
- Follow UKCEH policies and procedures and lead colleagues to do so.
- Seek good value for money, complying with financial policies and procedures.
- Be open and transparent about reasons for decisions and in undertaking activities.
- Recognise appropriately the contributions of others.
- Develop and maintain professional relationships with stakeholders and customers, representing UKCEH appropriately and respecting diversity and cultural difference.
- Disclose and actively manage any conflicts of interest, maintaining ethical standards.

3.11.3 Teamwork – working together effectively with colleagues, partners and customers to achieve long term success

Core Expectations:

Whether a team member, project or line manager, strive for high performance and continuous improvement to meet UKCEH needs through the following:

- Carry out risk management responsibilities effectively e.g. health, safety and information security.
- Treat others respectfully and professionally, respecting confidentiality.
- Work collaboratively.
- Act inclusively: share ideas, opportunities, information and data etc across UKCEH.
- Be flexible to adapt to organisational need.
- Listen to colleagues, staff and managers with respect and challenge constructively.
- Engage effectively in communication through meetings and in writing.
- Value and respect diversity and cultural difference.
- Deal positively with change and help others to do so.
- Support others' wellbeing and development as well as your own.

3.12 Working to Ethical Operating Standards

- If contracted research is conducted in partnership with individuals or organisations outside of UKCEH, formal agreements must be put in place prior to the commencement of the research
- All philanthropic support for research projects or programmes must operate within a clear and transparent framework and be the subject of a Gift Agreement
- We will work with individuals and organisations who share our values and expect that our standards, policies and procedures are met and respected
- All proposals are subject to the pre-bid checklist including assessment of political and reputational harm to the organisation.
- Research contracts and all individuals contracting with UKCEH are subject to the required due diligence checks and reporting in regard to all aspects of our scientific work and international development funding.
- In line with the Charity Commission – UKCEH’s connection to, and work with other organisations will always further its charitable purposes.

3.13 Working to International Standards

The organisation operates a Quality Management System, certified by BSI to ISO 9001 and meets the requirements of the Joint Code of Practice for Research (JCOP). These encompass UKCEH’s Project Management System, including guidance and mandatory documentation for all projects we formally participate in, research contract report reviews, customer feedback on completed research contracts and a formal customer complaints procedure. Other related certification to international standards, Management ISO 14001, Occupational Health and Safety Management ISO 18001 and UKAS accredited ISO17025 analytical chemistry methodologies. UKCEH maintains and seeks to instil a culture of continual improvement through internal and external audits.

3.14 Policy and Reporting

UKCEH affirms its commitment to the Concordat to Support Research Integrity and this Code of Ethics will underpin all aspects of governance, policy, operational and administrative activities in support of this. The Code of Ethics and related policies, procedures and guidelines will be supported by an internal ethics committee. Where required for projects that involve human subjects we will seek external, independent ethics advice.

4 Governance

Compliance, monitoring and review

4.1 This code complies with legislation and is underpinned by statutory obligations in the following areas:

- The Bribery Act
- The Equality Act
- The Health and Safety at Work Act
- The Modern Slavery Act
- The Public Interest Disclosure Act

- 4.2 This code will be regularly reviewed to incorporate any legislation changes. The TU may request that it is reviewed.
- 4.3 This code should be read in conjunction with the UKCEH Conduct policy.

End of Document