



Policy for the Conduct of those using NOC operated Facilities and Premises

Document ID: LGPOL15

Version: 1.0

Document Control

Version	Date	Author(s)	Comment	Approval
Final 1.0	13/08/2020	CEO/Head of L&G	Final	Business Operations Committee

Policy Owner:	<i>Chief Operating Officer</i>
Last Review/Update Date:	August 2020
Next Review/Update Date:	August 2021
Deletion Date:	<i>When a Policy is superseded or no longer required.</i>

CONTENTS

1.	Scope.....	3
2.	Purpose.....	3
3.	Policy.....	3
4.	Monitoring and evaluation.....	7
5.	Associated Documents.....	7

1. Scope

1. This policy applies to **all persons using, or working within, NOC sites and facilities operated by NOC**. It covers:
 - All NOC-operated national facilities including but not confined to the National Marine Equipment Pool, Research Ships *RRS Discovery* and *RRS James Cook*, the British Ocean Sediment Core Research Facility, BrBritish Oceanographic Data Centre, Discovery Collections and other facilities including the Marine Robotic Innovation Centre, lecture and meeting rooms, laboratories, and all other internal and external areas of the NOC estate to which access has been gained;
 - all NOC staff and all other persons not employed by NOC, including: students, visitors, contractors, NOC fellows, volunteers and other users of facilities;
 - members of the public.
2. NOC's Code of Conduct Policy applies to NOC staff and this policy aims to supplement that policy in respect of conduct involving persons who are not employed by NOC working in or with NOC-operated facilities, premises and research ships.
3. This policy is not intended to limit academic debate and discussion between professionals is encouraged. However, such discussions should be conducted within the bounds of normal, acceptable conduct and exercising respect for the dignity of the individuals involved.
4. This policy covers all of the NOC Group (including the NOC Charity and Trading Subsidiary).

2. Purpose

5. NOC is a national science facility. In the direct or indirect delivery of its charitable purposes for its beneficiaries, NOC opens its doors and provides access to its premises and its research ships to a **wide range of people who may not be employed by NOC** such as those who use NOC-operated scientific facilities or who are collaborating with NOC staff.
6. The purpose of this policy is to set out NOC's **clear expectations of conduct** for all who have access to NOC premises, facilities at its sites in Liverpool and Southampton and on the NOC-managed research ships. In addition, it applies to the conduct of those with whom NOC staff are engaging in arranging for the use of NOC premises and facilities. All are expected to conduct themselves in an appropriate manner, respecting the dignity of all they work with.

3. Policy

Policy for conduct of all persons using NOC operated facilities and premises
<ol style="list-style-type: none">1. NOC expects all who visit or work on NOC premises, facilities and on NOC-operated research ships (both NOC employed staff and those not employed by NOC) to conduct themselves in a professional and an appropriate manner and respecting the dignity of others.2. NOC holds high expectations for the conduct of its own staff and will not accept conduct that falls short of those standards from individuals based in other institutions.3. In particular, NOC will not accept conduct which includes but is not confined to:<ol style="list-style-type: none">(a) physical and verbal abuse(b) conduct which violates a person's dignity

- (c) conduct which creates a degrading, humiliating, intimidating, or offensive environment;
 - (d) conduct intended to cause offence;
 - (e) bullying, harassment or victimisation;
 - (f) impairment due to misuse of drugs, alcohol or other substances;
4. NOC will **not tolerate assault of its staff** in the course of their duties and will always inform the police and support prosecutions in the event of such incidents.
 5. Where NOC staff **witness or experience inappropriate conduct** by other members of NOC staff or by individuals who are not employed by NOC, then they are **strongly encouraged** to report the matter to their line manager or to another responsible NOC manager, ideally immediately. Do not stand by and let poor behaviour happen.
 6. Where NOC-employed staff are alleged to have engaged in such behaviours towards other NOC staff or towards others not employed by NOC whilst in NOC facilities, the matter should be reported (ideally immediately) and will be investigated and dealt with under **NOC's Conduct Policy** and other relevant policies and procedures
 7. Where individuals not employed by NOC are alleged to have engaged in inappropriate conduct the matter will be reported (ideally immediately) and **will be investigated**. Any individuals alleged to have behaved inappropriately will have the opportunity to provide their point of view to any investigation. However, failure to cooperate with an investigation will not be taken as a barrier to the exercise NOCs right, and responsibility, to take action it considers appropriate in the circumstances. Individual(s) who are alleged to have behaved inappropriately will be informed in writing of the outcome of the investigation and action to be taken by NOC.
 8. In the event of an allegation of inappropriate conduct, NOC reserves the right to **suspend access** to NOC facilities or to the whole of NOC premises, pending the outcome of the investigation and decision on action to be taken.
 9. Where an investigation concludes that inappropriate behaviour took place, NOC reserves the right to **deny future access to particular facilities or the whole of its premises/estate**, (including research ships and other designated facilities operated by NOC) either on a time-limited or permanent basis.
 10. In the event, following due NOC process, that an individual is denied access with good cause to a **UKRI-funded national facility**, UKRI will be informed of that decision as will the employer of the individual concerned.
 11. It will be **NOC policy to challenge any proposed role** of such individuals in influencing the funding or direction of UKRI-designated facilities during the period in which they are suspended or denied access to a facility. This is so NOC can ensure that individuals reporting or dealing with incidents are not overshadowed by fear of adverse consequences for NOC or for themselves, because this is a dimension of the use or threat of use of asymmetric power frequently exercised to avoid the consequences of bullying and other unacceptable behaviours.
 12. In the event of an incident, NOC reserves the **right to immediately require the individual to leave the facility or NOC premises altogether**. Where the facility concerned is a NOC-operated research ship, the Master of the vessel concerned may have them put ashore at the vessel's earliest convenience.

4. Monitoring and evaluation

This policy should be reviewed at least on an annual basis or when a relevant piece of legislation or revised Charity Commission guidance is introduced

5. Associated Documents

- Code of Conduct policy
- NOC Marine Drug & Alcohol Policy
- NOC Discipline Policy
- NOC Grievance Policy
- NOC Complaints Policy
- NOC Investigation Policy
- NOC Equality Diversity and Inclusion Policy