

British Antarctic Survey - Code of Conduct for those living and working in the Polar Regions

1. Purpose

Living and working in the Polar Regions is a unique experience and one which brings its own special demands for all involved. The British Antarctic Survey (BAS) expects the highest standards of professional and ethical conduct from our staff and those who are under our jurisdiction in the Polar Regions (or whilst journeying to or from these Regions). The purpose of this Code is to reinforce important principles and expectations for professional conduct and acceptable behaviour by all BAS participants and thereby to promote safe and responsible working in the Polar Regions.

Whilst not exhaustive, this Code is a statement of our shared commitment and responsibility to uphold the ethical, professional and legal standards incorporated within RCUK (Research Councils UK), NERC (Natural Environment Research Council) and BAS policy frameworks in compliance with Government of British Antarctic Territory (FCO) regulations and our obligations under the International Antarctic Treaty and the Antarctic Act (2013).

2. Scope

If your job requires you to be living and working in the Polar Regions you will be required to adhere this Code of Conduct in agreement with the terms and conditions contained herein. All British Antarctic Survey employees and others under our jurisdiction, (e.g. research associates, scientists, students, collaborators and visitors), must be familiar with and adhere to the provisions of this Code of Conduct as well as those of related policies which are incorporated within it. This Code sets expectations for personal and professional behaviour. Any more stringent requirements imposed by third parties, (e.g. employing organizations, vessel or station management), remain fully in effect.

3. PRICE Cultural Values and Behaviours

You are required to uphold BAS cultural values and behaviours which are encapsulated within the acronym "PRICE":

- **Professional** - Positive attitude, energy, realism, commitment.
- **Responsible** - Safety conscious, environmentally friendly, accountable, honourable, ethical, respectful towards one another, open and fair.
- **Innovative** – Creative, entrepreneurial and outward looking, flexible, constructively challenging and capable of learning from experience.
- **Co-operative** – Open, communicative, loyal to one another, working in the best interests of BAS and our science.
- **Excellent** – Professional, efficient and effective, successful and recognised, high quality, applying best practice and developing our people.

4. Related Policy Documents

All BAS NERC/BAS employees and individuals under our jurisdiction are subject to RCUK Human Resources policies and procedures where these are harmonised or NERC and BAS policies and procedures where these are stand alone. You are required to adhere to all RCUK, NERC and BAS policy requirements in respect of personal conduct, behaviour and safety at all times. Particular attention is drawn to the following policy

documents which are available on the BAS Intranet or can be obtained from HR prior to deployment. (NB: These policy documents will also shortly be posted on the new BAS Website):

- BAS Alcohol and Drugs Policy
- BAS Health & Safety Policy
- BAS Environmental policy
- RCUK Health Promotion Policy
- RCUK Equality and Diversity Policy
- RCUK Personal Use of Social Media Policy
- RCUK Acceptable Use of Information and Communication Technology Policy
- RCUK Disciplinary & Grievance Policies

5. Professional Conduct

All British Antarctic Survey (BAS) employees and those who are working collaboratively with us have a duty to act in a way that promotes the good name of BAS; and, conversely, have a duty not to bring BAS into disrepute by their actions (or inactions), statements or neglect of their responsibilities.

Your attention is drawn to other more wide ranging policies about professional codes of conduct that may be applicable to your role. (If in doubt consult with your line manager or a member of the HR department for guidance):

- Research Council Code of Conduct : <http://www.rcuk.ac.uk/RCUK-prod/assets/documents/terms/CodeofConductPolicy.pdf>
- Universal ethical code for scientists: <https://www.gov.uk/government/publications/universal-ethical-code-for-scientists>
- RCUK Policy and Guidelines on Governance of Good Research Conduct: <http://www.rcuk.ac.uk/RCUK-prod/assets/documents/reviews/grc/RCUKPolicyandGuidelinesonGovernanceofGoodResearchPracticeFebruary2013.pdf>

6. Alcohol and Drugs Misuse

- 6.1 The consumption of alcohol is permitted during off-duty periods on our stations and on our ships. However, you are required to drink responsibly and with due consideration to others. You must be able to respond in the event of an emergency and muster as required. You must also be in a fit state to do your job as and when called upon to do so.
- 6.2 Incidents of excessive alcohol consumption which risk the health, safety or wellbeing of yourself or others will be dealt with in accordance with relevant RCUK policies.
- 6.3 BAS has a zero tolerance policy of unauthorised possession or use of illegal drugs or controlled substances. The possession of these or drug related paraphernalia will be regarded as serious disciplinary offence, likely to lead to dismissal.
- 6.4 You may be required from time to time to undergo spot checks for alcohol or drug misuse and/or concealment, as instructed by BAS or third parties authorities.

7. Behaviour Towards Others

- 7.1 You are required to respect the authority of the Station Leader (and/or ship's Master or Captain when on board BAS vessels or aircraft) and to behave with respect towards one another.
- 7.2 Conduct yourself with integrity, objectivity and honesty and to seek to create an atmosphere that is based on trust, co-operation and mutual respect for one another, whether during working hours or socially.
- 7.3 You must comply with the Research Council's Equality & Diversity policy and, in particular, have a personal responsibility to prevent your behaviour having an unfair or discriminatory effect on others. Any form of harassment will be considered a disciplinary offence.
- 7.4 Disruptive, unethical or illegal conduct will not be tolerated. Allegations of such conduct will be investigated thoroughly and addressed appropriately under the disciplinary policy.

8. Health and Safety

- 8.1 Act and behave responsibly at all times, even when off duty, in the knowledge that it is everyone's responsibility to provide a safe living and working environment.
- 8.2 You have a duty to take reasonable care of your own health and safety and have a responsibility for the health and safety of others who may be affected by your activities.

9. Environmental Protection

- 9.1 You should work to protect the Polar Regions by minimising pollution, preventing disturbance to flora & fauna and other environmental risks and impacts in compliance with national and international environmental legislation; (e.g. Antarctic Treaty requirements).

10. Media Contact & Confidentiality

- 10.1 Respect the confidentiality of personal and privileged information and do not pass information to the media or other external parties, unless within the scope of employment duties or otherwise authorised to do so. (Please also refer to RCUK Personal Use of Social Media Policy).
- 10.2 You have a duty to protect official information held in confidence and not to divulge it to unauthorised persons.
- 10.3 Information obtained in the course of work must not be used for personal gain or benefit without prior authorisation of BAS and/or NERC.
- 10.4 You should make yourself aware of your obligations under the Data Protection Act; and any disclosure of information must be in line with the Research Council's data protection and other relevant policies and procedures. If in doubt, clarification should be sought from line managers or the BAS Data Protection Officer.

11. Use of Resources

- 11.1 Resources on BAS stations and BAS vessels should be used responsibly and with appropriate authorisation. The unauthorised taking, possession, modification, destruction or use of BAS property or the property of others will be the subject of disciplinary sanction.
- 11.2 Unauthorised entry, use, or occupancy of BAS facilities or misuse of BAS information technology will be regarded as a breach of this Code of Conduct; (re: RCUK Acceptable Use of Information and Communication Technology Policy).

12. Disciplinary Sanction

A breach of this policy and by definition related policies may result in disciplinary action, up to and including dismissal. Breaches of behaviour or conduct of others working for the organisation should be reported to the appropriate level of management or external body if appropriate. Legal action may be considered if a criminal offence is suspected and, if appropriate, the matter may be reported to the Police or other relevant authorities.

13. Compliance

It is a requirement that each individual deployed by BAS to the Polar Regions, whether a member of staff or a third party under BAS jurisdiction and supervision, signs this Code of Conduct and adheres to the provisions within it. Failure to do so may lead to BAS withdrawing you from the programme and/or instigating disciplinary proceedings.

BAS Code of Conduct for those living and working in the Polar Regions

I, the undersigned, have read and understood the information contained in the BAS Code of Conduct and agree to abide by its contents as well as related RCUK, NERC and BAS policy documents and the obligations contained therein.

Signature:

Date:

Print Name:

Job Title:

Date received by Human Resources:

(For official use only)

BAS Human Resources
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