

ASE Code of Professional Conduct

The Code of Professional Conduct will apply to all ASE members and to ASE staff. It shall also apply equally to interactions between members and in dealings ASE members/staff may have with representatives of other organisations and professional bodies. We expect all ASE members and staff to uphold the reputation of the Association and our Royal Charter as well as the reputation of the profession. The Code of Professional Conduct is designed to avoid any behaviour that could damage this reputation.

Professional values – ASE members and staff shall:

- conduct their professional activities ethically and with integrity;
- be inclusive, show respect for others and not discriminate because of the protected characteristics set out in the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation) or other characteristics and circumstances not included in this legislation, such as sexual orientations not included within the Equality Act and adoption and wider parental leave
- act fairly and honestly in all situations and never engage in corrupt practices;
- be sensitive to the values, interests and opinions of other individuals/ groups, both within ASE and the wider community.

Professional behaviour – ASE members and staff shall:

- demonstrate and promote fair and reasonable standards in the treatment of people who are operating within their sphere of influence;
- ensure that their professional judgment is not compromised nor could be perceived as being compromised because of bias, or the undue influence of others;
- make professional judgements and offer opinions that are based on evidence and with due regard for objectivity, reliability and the limitations of their professional expertise;
- accept majority decisions with good grace;
- treat all information with the appropriate level of confidentiality and act accordingly in relation to disclosure to others;
- endeavour to promote the interests of and maintain the dignity and welfare of the Association and the science teaching profession.

Professional responsibilities – ASE members and staff shall:

- maintain a broad and up to date understanding of regulations and requirements in their field of expertise;
- be mindful of the distinction between acting in a personal and professional/corporate capacity;
- act in a professional manner when dealing with the media in all its forms only commenting on matters which fall within their area of expertise and taking care to distinguish between statements of fact and expressions of opinion;
- act in a way which supports and upholds the reputation of the Association for Science Education or other related professional organizations.

Where members/staff are of the opinion that the code has been broken they should report this. If an individual considers that they have been affected by the non-adherence of a member or member of staff they should report as follows:

- staff report to their line manager
- members report to the CEO or in the case where the breach of the Code is by the CEO, this should be reported to the Chair of Trustees

- If the breach is incurred by a Trustee, this should be reported to the CEO and Chair of the Quality and Audit Committee.

The Trustee Body of the Association may take action where they believe the code has been broken. Any action(s)/sanctions agreed will be within the Rules of the Association.

This Code of Conduct should be read in conjunction with the Complaints Policy. Where a breach of the professional Code of Conduct is found, an investigation shall be carried out in line with the Complaints Policy. Staff should use the Discipline policy and procedure and Grievance policy and procedure set out on the ASEHR Portal (Breathe).

Last Reviewed and approved March 2024

Next due for review March 2025