

**THE ENGINEERING & DESIGN INSTITUTE LONDON**

**Ethical Framework Statement**

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## **1. INTRODUCTION**

Ethics are moral principles that govern behaviour or the conducting of an activity. Taking ethical issues into account should be part of everyday decision-making.

TEDI-London is committed to operating in an ethical way to ensure the highest possible standards of decision-making and accountability. Much of our ethical guidance relates to other Regulations, Policies, and Codes of Practice, as outlined in [annex A](#).

## **2. SCOPE**

This Statement outlines:

- our ethical values and how we uphold and apply them
- governance arrangements
- other relevant documents that contain ethical advice.

## **3. ETHICAL PRINCIPLES**

We aim to establish and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and our contractual obligations.

We subscribe to the [Engineering Council's Statement of Ethical Principles](#) of:

- honesty and integrity
- respect for life, law, the environment and public good
- accuracy and rigour
- leadership and communication.

These principles are interwoven into our teaching and learning and into our expected behaviours.

In areas of activity where there are no relevant laws or regulations, we will operate within a framework established by the Nolan Principles: [Seven Principles of Public Life](#). We relate these Principles to the personal and professional behaviour expected of our staff, Trustee Directors, students, and our collaborative partners.

## **4. ROLES AND RESPONSIBILITIES**

All individuals associated with TEDI-London must adhere to any relevant legislation which is specific to their area of responsibility and to our Policies, Procedures and Codes of Practice. We expect them to:

- take responsibility for their decisions
- be transparent and consistent in decision-making

- raise concerns regarding ethical matters should as they arise
- be honest and truthful in their work
- declare interests and manage conflicts appropriately.

Practical information about how to deal with a situation with ethical implications can be found in [Annex B](#) of this document. Please refer to Policies listed in [annex A](#).

We will provide advice and guidance and ensure that our governance arrangements and frameworks for delegation make lines of accountability for decisions clear.

## 5. GOVERNANCE

The Board of Trustee Directors has ultimate oversight of ethical matters, it delegates this responsibility to the Executive.

The Executive monitors and reviews the activities and resources used to support, implement, and embed ethics into our practices. This includes providing guidance and advice to staff and students, and other individuals associated with TEDI-London, and on activities carried out in the name of TEDI-London that may have ethical implications.

## 6. CORE BEHAVIOURS

We have an agreed set of core behavioural values that all individuals associated with TEDI-London are expected to demonstrate:

<b>Inclusive</b>	<ul style="list-style-type: none"> <li>- We respect each other and treat others with consideration and dignity</li> <li>- We have a strong ethos of sharing, consultation and engaging with different perspectives</li> <li>- We are comfortable to be ourselves</li> <li>- We ensure diversity and inclusion is integral to everything we do</li> <li>- We embrace agile working and utilise technology to do so</li> </ul>
<b>Courageous</b>	<ul style="list-style-type: none"> <li>- We are bold and have the confidence to try new things, knowing we will be supported</li> <li>- We do not blame each other, even in difficult times</li> <li>- We actively seek out people who think and work in diverse ways, playing to their strengths</li> <li>- We strive for minimal, viable bureaucracy</li> </ul>

	<ul style="list-style-type: none"> <li>– We challenge ourselves to continuously improve</li> <li>– We feel a strong responsibility to the wider community in which we operate</li> </ul>
<b>Inspiring</b>	<ul style="list-style-type: none"> <li>– We have a clear, compelling, and shared vision for our future</li> <li>– Our physical environment, culture, and curriculum push boundaries</li> <li>– Individuals are recognised for their contribution</li> <li>– We challenge assumptions</li> </ul>
<b>Collaborative</b>	<ul style="list-style-type: none"> <li>– We develop great internal and external relationships</li> <li>– We are a team and value the power of truly working together</li> <li>– We are driven by our shared vision; unlimited by geographical, functional or self-interest</li> </ul>
<b>With integrity</b>	<ul style="list-style-type: none"> <li>– We are authentic and our behaviours reflect this</li> <li>– We act in an ethical way, avoiding conflict of interest and financial or other material benefits for ourselves</li> <li>– We are honest, open and truthful</li> <li>– We embrace two-way feedback</li> <li>– We make sound and considered decisions, using our professional judgment</li> <li>– We assume good intent from others in all that we do</li> <li>– We do what we say we will do</li> <li>– We demonstrate academic, professional, and personal integrity</li> </ul>

## ANNEX A - RELATED DOCUMENTS

Consideration of ethical issues should be part of everyday decision-making and much of TEDI-London's ethical guidance is set out in other Policies, Procedures and Codes of Practice. Key documents are listed below:

<b>General</b>	Equality, Diversity, and Inclusion Statement Health and Safety Policy TEDI-London Values Code of Practice – Free Speech Whistleblowing Policy
<b>Staff</b>	Anti-Bribery and Corruption Policy Conflict of Interest Policy Data Protection and Privacy Policy Dignity at Work Financial Regulations Procurement Policy Recruitment and Selection Policy Safeguarding Policy Scheme of Delegation Travel and Expenses Policy
<b>Students</b>	Academic Integrity Policy External Advisers Policy External Examining Policy Mitigating Circumstances Policy Student Charter Student Complaints Policy Student Disciplinary Policy

## **ANNEX B - ETHICAL PRINCIPLES IN PRACTICE**

When dealing with a situation with ethical implications, you should consider the following questions and guidance:

- Have you considered all those who might be affected by your decision and those who might criticise your decision and the foreseeable reasons they would give for you not taking the decision?
- As well as the risk of harm, have you considered positive obligations – formal or informal – that you owe to those affected by your decision?
- Have you considered what could go wrong as a result of your decision for you, your colleagues (staff and students), TEDI-London or other stakeholders?
- What options have you considered for responding to the situation?
- Think carefully about the factual basis for your decision. Is your understanding of the facts robust and fair?
- How would you justify your behaviour to your manager or a colleague or friend if asked?
- How would you defend your actions if publicised in the media?
- Are you confident that your decision is the best one in the circumstances?

Another perspective can often help to determine the way forward. If you are concerned, postpone any action until you have obtained further advice.

Talk to a colleague or your manager about the situation. Try to discuss how detractors might see your decision and the possibility of other alternative actions other than those you have thought of, so that this discussion is of maximum use to good decision making.

It is not feasible for an individual to be an expert in every single field of activity. Please check the list of related documents in [annex A](#) to see if there is a specific policy or guidance that relates to your situation. Where a policy does exist, direct the enquiry to the appropriate contact specified in the relevant policy document.