



**School of Coding & AI**

Student First Always

**HIGHER EDUCATION**

# Professional Behaviour Policy

Policy Owner: Suki Gill

Full Name	Position	Signature	Date	Review Cycle
Suki Gill	Principal		01.09.2025	Annual

School of Coding Limited T/A School of Coding & AI  
Company Number: 10808021 Registered in England & Wales  
Registered Address: Unit 8-8b, Newton Court, Westrand, Pendeford Business Park,  
Wolverhampton, WV9 5HB



## 1. Introduction

This Professional Behaviour Policy sets out the expected standards of conduct for all individuals associated with School of Coding & AI HE. This includes students, visitors, contractors, and any other applicable persons. The Institute is committed to fostering an environment of respect, professionalism, and integrity, aligned with the values of our community. All individuals are expected to uphold these standards, ensuring that their actions reflect positively on the Institute.

This policy operates in accordance with relevant UK laws, including but not limited to the *Equality Act 2010*, *Health and Safety at Work Act 1974*, and the *Education and Skills Act 2008*, as well as any applicable rules, regulations, and legislations in force.

## 2. Dress Code

All individuals are expected to present themselves in a manner that is appropriate to the professional setting of the Institute. The following guidelines must be adhered to:

- **Students:** Clothing should be clean, neat, and appropriate for a learning environment. Offensive or inappropriate clothing, including items with discriminatory or inappropriate language, symbols, or images, is not permitted.
- **Visitors & Contractors:** As representatives of external organisations or entities, visitors and contractors are expected to maintain a professional appearance that reflects their affiliation with the Institute.
- **Exceptions:** Reasonable adjustments to the dress code will be made for religious, cultural, or medical reasons, in line with the *Equality Act 2010*.

## 3. Punctuality

Timeliness is a key aspect of professionalism. The Institute expects:

- **Students:** To arrive on time for all scheduled lessons, lectures, and other academic or extracurricular activities. Lateness is disruptive and will be addressed through the Institute's disciplinary procedures.
- **Visitors & Contractors:** To attend meetings, appointments, or work engagements promptly. If delays are unavoidable, the relevant Institute department must be notified as soon as possible.
- **Communication:** Any unforeseen absences or delays must be communicated to the appropriate authority in a timely manner.



#### 4. Communication

Effective, respectful, and professional communication is essential for a positive learning and working environment. The following standards apply:

- **Verbal & Written Communication:** All communication, whether verbal or written, must be respectful, clear, and professional. Abusive language, harassment, or discriminatory remarks will not be tolerated, in line with the *Harassment Act 1997* and *Equality Act 2010*.
- **Electronic Communication:** Email and other electronic forms of communication should adhere to professional standards. Use of offensive, inappropriate, or inflammatory language is prohibited.
- **Social Media:** The Institute's Social Media Policy must be followed at all times. Students and staff must ensure that their use of social media does not negatively impact the reputation of School of Coding & AI HE or infringe on the rights of others.

#### 5. Compliance with Laws, Rules, and Regulations

All individuals are required to comply with UK laws, the Institute's internal rules and policies, and any other applicable regulations, including but not limited to:

- **Health & Safety:** Ensuring personal and collective safety by adhering to the *Health and Safety at Work Act 1974*.
- **Data Protection:** Respecting privacy and confidentiality in line with the *Data Protection Act 2018 (GDPR)*.
- **Equality & Non-discrimination:** Treating everyone with respect, ensuring no individual is discriminated against based on age, disability, gender, race, religion, or sexual orientation.

#### 6. Consequences for Non-compliance

Failure to adhere to this policy will result in disciplinary action. This could include, but is not limited to, verbal or written warnings, suspension, or dismissal, depending on the severity of the misconduct. The Institute reserves the right to involve external authorities where breaches of law are concerned.

#### 7. Conclusion

School of Coding & AI HE is committed to creating a respectful, inclusive, and professional environment for all. Every individual associated with the Institute has a role to play in maintaining this standard. Your adherence to this Professional Behaviour Policy ensures the integrity and success of our academic community.

For further information or clarification on this policy, please contact the School of Coding & AI HE Administration Office.