

The University of Edinburgh Behaviours Charter – all staff

Excellence	Principled	Accessible and inclusive	Relevant	Ambitious
<p>We aim to achieve excellence in all that we do, always being principled, considerate and respectful.</p> <p>We celebrate and strengthen our deep-rooted and distinctive internationalism, attracting the world’s best minds and building innovative global partnerships for research, teaching and impact.</p> <p>We will demonstrate excellence by:</p> <ul style="list-style-type: none"> • Taking pride in our work • Doing our best to deliver what is expected of us • Being open to feedback and new ways of working • Aiming to continuously improve our work • Proactively managing our workload and making effective use of our time <p>We will not :</p> <ul style="list-style-type: none"> • Stick to outdated methods that have become ineffective. • Demonstrate a lack of concern about the quality of our work. 	<p>We aim to achieve excellence in all that we do, always being principled, considerate and respectful.</p> <p>We will be principled by:</p> <ul style="list-style-type: none"> • Doing what we say we will • Role modelling professional behaviour • Asking for help when we need it • Complying with University policies and procedures • Seeking to understand issues that arise and working constructively to resolve them <p>We will not:</p> <ul style="list-style-type: none"> • Demonstrate and role model negative and disruptive behaviour • Refuse to comply with University policies and procedures • Avoid taking responsibility for our own actions 	<p>We foster a welcoming community where staff, students, alumni and friends feel proud to be part of our University.</p> <p>Our teaching and research is relevant to society and we are diverse, inclusive and accessible to all.</p> <p>We will be accessible and inclusive by:</p> <ul style="list-style-type: none"> • Being open to different ways of thinking and new ideas • Valuing and exchanging different knowledge and skills • Challenging bullying and harassment • Welcoming and supporting our colleagues, students, alumni and friends <p>We will not:</p> <ul style="list-style-type: none"> • Accept any instances of bullying and harassment • Exclude others from activities, particularly those that could benefit them • Disregard the views and ideas of others that aren’t similar to our own. • Work in isolation 	<p>Our teaching and research is relevant to society and we are diverse, inclusive and accessible to all.</p> <p>We sustain a deep allegiance and commitment to the interests of the city and region in which we are based, alongside our national and international efforts, ensuring relevance to all.</p> <p>We will be relevant by:</p> <ul style="list-style-type: none"> • Proactively looking for new and better ways of doing things • Suggesting and trying out new approaches and taking acceptable risks • Listening to and acting on constructive feedback • Changing our communication style to best meet the needs of our audience <p>We will not:</p> <ul style="list-style-type: none"> • Continue to do things the way they have always been done • Take risks that may damage our reputation or harm others • Ignore input from others • Alienate people by not flexing our communication style 	<p>We are ambitious, bold and act with integrity, always being willing to listen.</p> <p>We are a place of transformation and self-improvement driven to achieve benefit for individuals, communities, societies and our world.</p> <p>We will be ambitious by:</p> <ul style="list-style-type: none"> • Taking- individual accountability for achieving high performance • Welcoming feedback to support our ongoing development • Actively aligning our work to the achievement of Strategy 2030 • Embracing change and the opportunities that it provides <p>We will not:</p> <ul style="list-style-type: none"> • Be apathetic • Dismiss and discourage feedback • Work in silos and not align our work to the goals of the University • Actively avoid or resist change

The University of Edinburgh Behaviours Charter - leaders

Excellence	Principled	Accessible and inclusive	Relevant	Ambitious
<p>We aim to achieve excellence in all that we do, always being principled, considerate and respectful.</p> <p>We celebrate and strengthen our deep-rooted and distinctive internationalism, attracting the world's best minds and building innovative global partnerships for research, teaching and impact.</p> <p>We will demonstrate excellence by:</p> <ul style="list-style-type: none"> • Taking accountability for our tasks and the tasks of our teams. • Being prepared to give, and to receive, constructive and timely feedback always with the intention of improving performance or behaviour. Taking the time to identify and celebrate success. • Striving to continuously improve our work and the work of our teams; always aiming to deliver what is expected of us in the best way that we can . • Role modelling effective workload management and supporting others to make effective use of their time. <p>We will not :</p> <ul style="list-style-type: none"> • Encourage our teams to stick to outdated methods that have become ineffective. • Demonstrate a lack of concern about the quality of our work and that of our peers and teams. 	<p>We aim to achieve excellence in all that we do, always being principled, considerate and respectful.</p> <p>We will be principled by:</p> <ul style="list-style-type: none"> • Doing what we say we will and being clear in our expectations for our teams to do the same. • Leading by example, role modelling appropriate, professional behaviour that reflects the University values. • Complying with University policies and procedures. • Ensuring that our teams are familiar with, and informed of, any changes that impact them. • Giving due credit for the work of others <p>We will not:</p> <ul style="list-style-type: none"> • Demonstrate and role model negative and disruptive behaviour and allow negative behaviours to go unchallenged. • Refuse to comply with University policies and procedures and withhold information from our teams • Avoid taking responsibility for our own actions and those of the team. 	<p>We foster a welcoming community where staff, students, alumni and friends feel proud to be part of our University.</p> <p>Our teaching and research is relevant to society and we are diverse, inclusive and accessible to all.</p> <p>We will be accessible and inclusive by:</p> <ul style="list-style-type: none"> • Promoting a culture where diversity of thought is encouraged by actively supporting new ideas, approaches and ways of working and where staff and students feel able to ask for help and support. • Proactively working with others to share knowledge and skills for the benefit of the University as a whole. • Taking action to prevent and/or put an end to any bullying, harassment or discriminatory behaviour that is brought to your attention. • Welcoming and supporting our colleagues, teams, students, alumni and friends. <p>We will not:</p> <ul style="list-style-type: none"> • Tolerate or ignore any instances of bullying and harassment or discriminatory behaviour. • Exclude others from activities that could benefit them or focus efforts to benefit the few. • Disregard the views and ideas of others that aren't similar to our own and discourage people from sharing their views. • Work in isolation and enable our teams to work in silos. 	<p>Our teaching and research is relevant to society and we are diverse, inclusive and accessible to all.</p> <p>We sustain a deep allegiance and commitment to the interests of the city and region in which we are based, alongside our national and international efforts, ensuring relevance to all.</p> <p>We will be relevant by creating an environment where:</p> <ul style="list-style-type: none"> • Staff are encouraged and supported to find and suggest better ways of doing things. • It is ok to take acceptable risks and try doing things differently. • There is a culture of frequent, constructive feedback. • There are open and accessible communication channels and messages are clear and transparent wherever possible. <p>We will not:</p> <ul style="list-style-type: none"> • Encourage staff to do things the way they have always been done and to not ask questions. • Allow others to take risks that may damage our reputation or harm others. • Ignore input from others, regardless of their position. • Alienate people by withholding information or not flexing our communication style. 	<p>We are ambitious, bold and act with integrity, always being willing to listen.</p> <p>We are a place of transformation and self-improvement driven to achieve benefit for individuals, communities, societies and our world.</p> <p>We will be ambitious by:</p> <ul style="list-style-type: none"> • Inspiring others to take accountability for achieving high performance and leading by example. • Always looking for opportunities to work collaboratively with others to achieve more together • Requesting regular feedback to support our ongoing development and leadership style. • Clearly and proactively articulating expectations and goals to our teams and empowering them to act. • Being an ambassador for change and the opportunities that it provides. <p>We will not:</p> <ul style="list-style-type: none"> • Be seen to be apathetic. • Dismiss and discourage feedback for ourselves and in our teams. • Encourage silo working and be unwilling to align our work to the goals of the University and Strategy 2030. • Actively avoid or resist change and encourage our teams to disengage from change programmes and initiatives.