

Appendix A: Misconduct and Gross Misconduct

Misconduct is any type of behaviour or conduct at work that falls below the standard required by UCL or is a breach of UCL policies and procedures including, but not limited to, a range of issues such as health and safety; timekeeping; bullying and harassment; obeying reasonable instructions; intellectual property; compliance with research and ethical guidelines; claiming expenses; care in handling UCL property; unauthorised removal of UCL property from UCL premises; and use of email and the internet, including social media.

Minor offences or breaches should be dealt with informally. More serious offences should be dealt with formally. Persistent offences of misconduct may lead to termination of employment.

Gross misconduct is misconduct of such a serious nature that it fundamentally breaches the contractual relationship between the employee and the organisation. In the event that an employee commits an act of gross misconduct, the employer will be entitled to dismiss the employee summarily.

Gross Misconduct

Examples of Gross Misconduct which may lead to summary dismissal include but are not limited to:

- theft, fraud or deliberate falsification of records or UCL documents;
- serious or gross negligence resulting in unacceptable loss, damage or injury;
- intentional serious breach of UCL policy or regulations or improper conduct in relation to job responsibilities;
- serious breach of UCL Dignity at Work statement;
- assault or attempted assault of a physical or sexual nature;
- malicious damage to UCL property;
- intentional misuse of confidential information;
- fraudulent misuse of UCL's property or name;
- unauthorised entry to computer records or inappropriate use of UCL data or computing equipment, including social media;
- serious breaches of Health and Safety rules
- bringing UCL into serious disrepute including Serious Misconduct outside work.*

*Conviction or being charged with a criminal offence outside the workplace and normal working hours may be deemed as misconduct or gross misconduct, though not automatically. Each case should be considered as to the individual circumstances including the nature of

the offence, effect of the charge on the employee's suitability to do the job and his/her relationship with UCL, colleagues, students and those external to UCL and any sentence incurred.