

A mosaic artwork featuring a sun with rays. The sun's face is a semi-circle of golden-yellow tiles, and its rays are long, tapering triangles of golden-yellow and white tiles extending downwards. The background is a dense mosaic of green and blue tiles.

LSE

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Finance Division Ethical Professional Standards



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Ethical Standards

In addition to the [LSE Ethics Code](#) and the [Effective Behaviours Framework](#), employees in the Finance Division are expected to adhere to the following ethical professional standards:

- Integrity.
- Objectivity.
- Competence and due care.
- Confidentiality.
- Credibility.
- Collegiality.

Integrity

- 1 Mitigate actual conflicts of interest.
- 2 Regularly communicate with line managers and colleagues to avoid apparent conflicts of interest.
- 3 Advise all parties of any potential conflicts of interest.
- 4 Refrain from engaging any conduct that would prejudice carrying out duties ethically.
- 5 Abstain from engaging in or supporting any activity that might discredit your team, the Finance Division, or LSE.
- 6 Contribute to a positive ethical culture and place integrity above personal interest.

Objectivity

- 1 Communicate without bias.
- 2 Maintain fair judgment and avoid conflict of interest or undue influence of others to override professional and business judgment.

Competence and due care

- 1 Maintain an appropriate level of professional leadership and expertise by enhancing knowledge and skills, and committing to continuous professional development.
- 2 Perform professional duties in accordance with relevant laws, external and LSE regulations and technical standards.
- 3 Provide information and recommendations that are accurate, clear, concise, and timely. Recognise and help manage risk.

Confidentiality

- 1 Keep information confidential except when disclosure is authorised or legally required.
- 2 Inform all relevant parties regarding appropriate use of confidential information.
- 3 Refrain from using confidential information for unethical or illegal advantage.

Credibility

- 1 Communicate information fairly and objectively.
- 2 Provide all relevant information that could reasonably be expected to assist an intended user's understanding of reports, analyses, or recommendations.
- 3 Report any delays or deficiencies in information, timeliness, processing, or internal controls in conformance with School's procedures and/or applicable law.
- 4 Communicate professional limitations or the constraints that would preclude responsible judgment or successful performance of an activity.



Collegiality

- 1 Show consideration to others and build productive working relationships with and between colleagues for collective benefit.
- 2 Promote an inclusive and participatory working and social environment for all.

Resolving ethical issues

When faced with ethics related issues, employees should follow the established policies of the School as set out in the LSE Ethics Code. However, it is also good practice to consider the following courses of action:

- The resolution process could include a discussion with the employee's immediate supervisor. If the supervisor appears to be involved, the issue could be presented to the next level of management.
- The employee should consider consulting with his/her own professional body to learn about how professional ethics guidance could be applied to the ethical issue.



General Office Information

Working schedule and breaks

In order to provide good service level to customers and colleagues and considering working patterns of other units on campus, the School has set the standard working hours being 9.30am to 5.30pm, Monday to Friday. To accommodate certain units in the School, some section may have to start earlier. Employees should adhere to their own section operating hours. While each section sets its operating hours, to ensure enough coverage in the office, all employees must be in the office between 10am and 4pm when visitors are most likely to visit the office.

Lunch and rest time is an hour in total each day. Any request for changes to working hours or breaks must be agreed in advance with your line manager. Hours lost through late arrival should be made up within the same day where possible.

The Finance Division currently manages and monitors employees' work and leave schedules via TeamSeer. All requests or recording of activities including sickness, training, conference and etc., should be made via TeamSeer. Please note that the School is implementing MyView to allow employees and their managers to manage various types of leave, including holiday and sickness absence. Until MyView is fully capable of managing all leaves, employees must reflect the requests and recording in both MyView and TeamSeer.

Reporting absence

Employees are required to call to report sickness to their line manager ideally no later than 9.30am on the first day of sickness. If possible, please provide details including expected date of return to work. If employees are sick more than seven calendar days, a Fitness to Work Certificate from their GP should be sent to the line manager immediately.

Upon return to work, employees will have a back to work meeting with their manager. At the meeting, employees will be asked to complete a LSE Sickness Absence Notification form and will discuss their absence.

Annual leave

Please refer to LSE Human Resources website for [annual leave details](#). Employees should give their line managers ample time of notice to request their annual leave. Approval of any leave requests are subject to adequate and sufficient staffing level cover for absences. At busy times employees may be asked to defer their leave.

Any other leave

Please refer to LSE [Human Resources policies](#). Employees are encouraged to make medical appointments outside normal working hours. Subject to your manager's approval, it may be possible to adjust the start and finish time to accommodate the appointment. When a medical appointment means an absence of 3.5 hours or more, it will be recorded as sickness absence.

Code of conduct

Based on the Finance Division Ethical Professional Standards, the Division has the following three working principles embedded in its code of conduct and operations:

- Respect.
- Integrity.
- Continuous improvement.

Respect

- Come to office on time. If your start time is 9am, make sure you are ready to work at 9am with your desktop turned on.
- Keep your manager informed of your whereabouts. In addition to TeamSeer, employees are required to enter all meetings, work related trainings, drop in sessions, annual leave or any other business-related activity that will take them out of office in their Outlook calendar and ensure their line manager is kept informed of such activity.
- Follow the professional dress code. As the Division has external visitors regularly, employees should present themselves in business-smart dress code. For examples, crop tops, shorts, hot pants, vests, open-toe sandals, and flip flops should not be worn in the office.
- Please conduct your personal business or dealings outside of office hours and outside of the office where possible. Remember that you are still representing the Finance Division when you are in the office. This means not doing anything that may mislead visitors and other employees who may form an impression of the office not being professional when they walk by. This means taking personal phone calls and watching your favourite TV or YouTube programmes during lunch or break time away from your desk. Please also see the School's [Conditions of use of IT facilities](#).
- Keep your work station free of confidential documents and files (and ensure you have a clear desk at the end of the day).
- Give every customer, colleague and stakeholder your total attention, patience and courtesy.

Integrity

- Declare any conflicts of interest. It is especially important for Finance Division employees as we are being held at a higher standards given the nature of our work. Employees should complete their Declaration of Interests to the Finance Director to capture any conflicts of interest within the LSE community and Finance Division.
- Stay away from controversies.
- Avoid taking undue advantage of your position. Refrain from asking personal favours from your subordinates or asking them to act unethically.

Continuous improvement

- Take personal responsibility and learn from your mistakes.
- Strive for a positive attitude every single day.
- Contribute to making the office a great place to work.

Etiquette

- Make sure emails are self-explanatory. The subject line should be meaningful and relevant. Please avoid writing your emails in capital letters.
- All emails must have signatures at the bottom. Your signature should include your full name, section name and contact details.
- Keep all related colleagues in the loop when initiating or responding to emails, but avoid copying people in unnecessarily.



Conflicts of Interest

Hiring family members or with personal relationship

Hiring within the Finance Division is prohibited for individuals of the same family or for those who have a close personal relationship. To avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in decisions involving hiring, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have a close relationship.

Use of school resources

It is expected that School services and property, including the School name, are to be used by employees of the School for the conduct of School business only, although there may be occasions when, for the convenience of the employer, limited use can be permitted or there has been prior approval and appropriate reimbursement procedures have been determined.

Employees are responsible for ensuring that School property and resources are appropriately used. The School resources include but not limited to

- Staff and staff time.
- Telephone and other equipment.
- Duplicating services.
- IT equipment and data usage.
- Postage and email.
- School's name and intellectual properties.

Consulting and other outside activities

Activities outside Finance Division within LSE

Employees may not work as a full time staff in more than one department without prior approval from the Finance Director and Director of Human Resources. Arrangements may be made on a case-by-case basis for a part-time employee to work in a second unit as long as the duty time of the second appointment combined with the first does not exceed 100 per cent.

Consulting

Employees may have other income sources or be involved in other outside activities or interests that do not affect, either directly or by appearance, the School. These activities are not considered part of one's job and may not be carried out during normal working hours, interfere with employees performing their jobs or involve the use of any LSE's resources. Where there is a risk of conflict of interest or serious appearance of conflict of interest must be disclosed to the Finance Director.

Professional activities

Participation in work-related conferences, seminars, professional associations, advisory panels, committees and the like should be directly linked to employees' position and area of responsibilities. Employees should obtain prior approval from their line manager for such participation and disclose any remuneration from the organisation and/or reimbursement for related travel or other expenses from the organisation.

Outside volunteer activities

Outside volunteer activities in connection with public service can also contribute to the School's goals as well as provide valuable public and personal benefit. However, these activities should be scheduled so as not to interfere with one's regular work commitments and/or schedule. Employees should refrain from any actions on behalf of these outside organisations where the interests of the School and the organisation are, or could appear to be, in conflict.

Gifts and gratuities

In order to avoid a conflict of interest or the appearance of a conflict of interest, employees must follow [LSE procedure for gifts and hospitality](#) and should not solicit or accept gifts from current or potential vendors, contractors or their agents, or other with whom there is a potential or ongoing business or professional relationship.

Reporting breaches of financial regulations and conflict of interest

Employees should report to the Finance Director when they suspect or become aware of actual or possible instances of breaches of Financial Regulations.



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