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EDI Code of Conduct



Live Our Culture, Know Our Code

Across the Henry Royce Institute Partnership members of staff and members of the materials community come together to undertake advanced materials research, underpinned by our mission – to support and grow world-recognised excellence in UK materials research, accelerating commercial exploitation and delivering positive economic and societal impact for the UK.



We believe that a welcoming, inclusive and nurturing environment will support us in achieving this mission, and we want to foster a culture of respect and understanding, and one which embraces the diversity of all members of this Royce Community*.

Royce welcomes many different kinds of people, with differing background and expertise, into the materials science research and innovation system. We are committed to ensuring that those in this system are valued, respected and enabled to develop their talents to the full. This includes everyone in the system, not only our researchers and innovators.

*The Royce Community

Royce has a large and diverse pool of external stakeholders that reaches far beyond the staff we fund at our Partner and Associate organisations, including:

- > HEI researchers and students working on Royce facilities and/or collaborative projects supported by Royce.
- > Industry collaborators and users/customers of Royce facilities, ranging from start-ups through to corporates.
- > Representatives from Catapults and other Research & Technology Organisations.
- > The materials scientists of the future – school and college pupils.
- > Policy makers and funders from research councils and national and local Government.
- > International researchers and facility users from industry.

To meet this aim, we have developed this Code of Conduct, based on feedback from around the Royce partnership, setting out the principles which underpin appropriate behaviour.

Our Code of Conduct and Values Charter, alongside our EDI Charter, span the entirety of our work at Royce. Team members around our Partnership, across all our functions – from professional services to research – are obliged to uphold these Charters and will be supported to live by them. They apply equally to all team members working in Royce and to newcomers to our organisation, who will be supported through an inclusive induction programme.

Royce will complement the training programmes that Partner Institutions provide, to raise awareness, challenge thinking and increase confidence in living by our values and commitment to EDI.

The Royce EDI Committee will provide oversight, promotion and implementation planning for each area and will sit within our Governance structure. This Code applies to all members of the Royce Community while they are both working at or visiting one of our facilities or meeting-up either virtually or in person.



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COLLABORATION - SUSTAINABILITY

DIVERSITY - INNOVATION - EXCELLENCE

Our Code of Conduct goes hand in hand with our public-facing EDI Charter and Values Charter[^], which define the qualities at the heart of Royce that we strive to put into practice in all that we do.

We have grouped our expected behaviours into the following overarching principles:

Diversity and Respect

- Provide an inclusive environment where all members of its community are treated fairly with respect and dignity and feel like they belong and can thrive. Remember that age, disability, gender identity and expression, maternity and pregnancy, race, religion or belief (including lack thereof), sex, sexual orientation, and whether married or in a civil partnership or not; these are not relevant to personal performance at work – in relation to both potential and current members of the Royce community.
- Ensure equality of voice and decision-making in both our day-to-day work and research programmes.
- Communicate effectively, listening

to and respectfully considering the opinions of colleagues, particularly in relation to their experience and area of expertise.

- Adopt a welcoming, collaborative, non-hierarchical approach – while being respectful of decisions made by colleagues.
- Encourage and support the participation and personal development of everybody, at every stage of their career with Royce.

Professionalism and Accountability

- Demonstrate commitment to the Royce Mission and contribute to a positive Royce reputation.
- Work responsibly and with integrity – embracing trust, transparency and honesty – and do the right thing even when it is not the easy thing.
- Meet obligations and deadlines, taking responsibility to inform colleagues in a timely manner if a deadline may be missed.

- Take a professional approach to conflict resolution when disagreements occur.
- Attend meetings on time, contribute constructively and be respectful of other people's time. Timings of meetings should also be considerate of caring responsibilities and disability, to ensure they are accessible to all.

Excellence and Stakeholder Focus

- Recognise excellence in research and innovation by bringing together different people with different expertise, experiences, approaches and ways of thinking.
- Aspire to excellence and agility in everything you do in order to support the delivery of leading-edge materials research
- Have clear understanding of what our stakeholders require from us as an Institute, with a focus on collaborative outcomes.
- Focus on meeting the needs of all our stakeholders in a timely and responsive manner.
- Commit to what we can deliver, being aware of our scope and remit as a UK national institute.
- Identify and develop opportunities, communicating new ideas to others and foster a culture of continuous improvement.

Learning and Development

- Develop a “growth mindset” – embracing challenge, change, curiosity and differing perspectives.
- Commit to professional and personal development in professional, technical and “soft” skills.
- Collaborate across Royce to share knowledge and experience to build new skills, drive innovation and create value.
- Learn from mistakes and move forward with newly gained confidence and knowledge
- Ask for and give feedback (internally and externally) to grow as individuals and as an organisation.

Enjoyment and Recognition

- Act to ensure a positive environment, recognising that work without enjoyment can lead to poor individual engagement.
- Celebrate team project milestones, key targets reached and other successes to promote a positive Royce culture.
- Encourage formal individual and team recognition within the Royce Community.
- Take care of and support each other. Be pro-active about ensuring the wellbeing of yourself and your colleagues. Reach out for help and advice if you are or if you see someone struggling.

^ While this Code of Conduct sets out the standards of behaviour expected of all of us and informs the Royce culture we want to see, it is of course impossible to detail the behaviour required in every single situation. All the many, relevant organisational policies across our Partnership also apply – from EDI to Health and Safety.

Institutions where Royce Hub and Partners reside are also responsible for providing appropriate support to members of the Royce community as required.

If you have a serious concern or wish to report on a lack of observance of any aspect of this Code, we encourage you to use your own institution reporting system.

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