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Anti-Bribery Policy

Current Version Adopted by Council: November 2019

Review Date: Michaelmas Term 2023

Committee Ownership: Finance

INTRODUCTION

Bribery is a criminal offence. Murray Edwards College prohibits any form of bribery. We require compliance, from everyone connected with our institutional activities, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind whether committed by Murray Edwards College employees, of ice holders or third parties acting for or on behalf of the College.

POLICY

It is prohibited, directly or indirectly, for any employees, of ice holders or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for Murray Edwards College, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical. It is similarly prohibited for any employees, of ice holders or persons working on behalf of the College, to request or accept any form of inducement to depart from normal College operating procedures and policies, including those relating to the admission of students.

If the College suspects that a member of staff or of ice holder has committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against the member of staff or of ice holder which may result in their dismissal or the cessation of their of ice, or of our contractual arrangements with a company.

If as an employee, of ice holder or person working on behalf of the College, a member of staff suspects that an act of bribery or attempted bribery has taken place, even if the member of staff is not personally involved, s/he is expected to report this to the Bursar (or the President). They may be asked to give a written account of events.

Staff are reminded of the College's whistle-blowing policy, which is available in the Staff Handbook, or upon request.

GIFTS AND HOSPITALITY

Murray Edwards College realizes that the giving and receiving of small gifts and occasional hospitality as a reflection of appreciation, affiliation or institutional friendship, where nothing is expected in return, may occur. This does not constitute bribery where it is proportionate.

Gifts with a value estimated to be in excess of £50 must be reported to the Bursar and recorded in the Register of Hospitality and Gifts, which is held by the Bursar's Assistant in the Bursary.

Hospitality of significant value, that is likely to have a cost to the provider of more than £50, should be similarly recorded. Exceptions to this rule would be hospitality received from the University and other Colleges in Cambridge which follow the normal pattern of invitations within the collegiate University, arising from academic or other working relationships.

If a member of staff, office holder or anyone working on the College's behalf in connection with institutional activities is in any doubt as to whether offering or receiving a gift or hospitality is a reflection of appreciation, affiliation or institutional friendship or could be construed as a bribe, then they should seek prior written approval from the Bursar (or the President).

This policy is subject to review by the Audit Committee triennially but the College reserves the right to amend this policy without prior notice.

CCTV Policy

2020

IT Regulations

Rules for the Use of Academic Computing Facilities at Murray Edwards College

Adopted: April 2020

Review: Lent Term 2023

Allocation and Use of Resources

Every allocation of computing resources shall be made on the understanding that it is to be used only for the purposes for which it was requested, and only by the person, or persons by whom it was requested. In particular it is NOT PERMITTED to make use of ID's and computer

Operational policies and procedures

No copyright material should be copied or published without the specific authorisation of the copyright holder. Note that multi-media facilities allow images, music etc. as well as text to be published via data networks, so there is even more scope for infringement of copyright than by traditional copying methods.

All persons authorised to use computing resources shall be expected to treat as privileged any information which may become available through the use of these resources. No persons should attempt to access information unless they have explicit or implicit permission to do so.

Breaches of the Rules

In the first instance any person believed to be in breach of these rules will be reported to the IT Manager. Serious or repeated breaches of the rules will be reported by the IT Manager to the Dean for students, to the Bursar for staff and to the President for F r dent

Rules for the publication of information on the internet in Murray Edwards College

Operational policies and procedures

If an employee uses social media in any way that may be considered derogatory, discriminatory, bullying, threatening, defamatory, offensive, intimidating, harassing, creating legal liability for the College, bringing the College into disrepute, or breaching any College policies and procedures, the College may take disciplinary action.

Employees should not engage in illegal activities through social media.

Employees should not engage in any activity through social media that promotes terrorism.

The College's response to the misuse of social media in a personal capacity will be reasonable and proportionate to the perceived offence, the nature of the post and the impact (potential or otherwise) on the College and/or University.

The College may require employees to remove social media posts that are deemed to constitute a breach of the principles outlined above. Failure to comply with such a request may result in disciplinary action.

Responsibilities

Operational policies and procedures

Operational policies and procedures

NOTE: All false alarms must be reported.

Smoking

All staff, students, visitors and appointed contractors, will be informed that smoking is only allowed within designated smoking areas.

Contractors

Department Managers will ensure contractors are provided with a copy of the Contractor Standards and Working Practices document. This document details the standards contractors must comply with, when working at the College, and the process they must follow if their work will affect the fire risk of a building, or if alterations /adjustments are required to the existing fire safety system. Any contractor not complying with this document, may have their contract terminated.

Monitoring and Review

The Health and Safety Committee will review against the requirements of this document at regular intervals.

Fundraising activity in College for other charitable causes

January 2019

Lent Term 2022

College Officers

The charitable purpose of the College is to further learning, education and research as an independent institution in the University of Cambridge.

Policy

Fundraising activity for other charitable causes which support these three areas and/or are in alignment with the strategic direction and ethos of the College will be approved on a case by case basis. The College will not make donations to charities or to any other body, where the purpose of such a donation lies outside the objects of the College.

Procedures

Staff, students and Fellows who wish to promote charitable causes should make a request for approval via senior officers, using the [request form](#). Applications should be made in good time before the activity is planned (at least three weeks and preferably four to six weeks).

Collecting tins/boxes

Collecting tins/boxes may be placed at the Porters' Lodge, subject to approval as above, and a limit of no more than one box at any time

Promotional Materials

Promotional leaflets for appeals to students can be placed in the Bar or the JCR and MCR

Promotional leaflets for appeals to staff can be placed in the staff room

Promotional leaflets for appeals to Fellows can be placed in the SCR

Posters may be placed on approved poster boards only, and should be cleared with the Tutorial officer in advance

Events to raise money

The use of College rooms/facilities for events that raise money for charity will only exceptionally be approved. Requests should be made directly to a senior officer of the College.

Operational policies and procedures

Key and card procedure

Keys

Students

Accommodation room keys are issued to the student for their allocated student room.

The key will always have a fob attached with a number for identification and so that the Porters can identify the room and student to whom it has been issued.

The key is issued to the student and signed for in the Key Allocation Record kept at the Porters' Lodge.

The safe keeping of the key is the responsibility of the student.

Line Managers/Porters' Lodge will submit the relevant key request form for the required keys for a new member of staff and submit the form to the Head Porter/Deputy Head Porter for keys to be prepared for collection and signed.

General access and information

Keys for certain of ices/study rooms are issued on a daily basis and the details of the person taking the key must be recorded on the Daily Key Register at the Porters' Lodge.

This must be a member of Murray Edwards College or otherwise organised and communicated by Departments as it is the responsibility of that person to ensure that the key is returned to the Lodge as soon as the key is no longer needed, or before 23:00, whichever is sooner. The room should be left locked and secure.

Lost keys

If keys are lost, a charge may be applicable for all replacement keys.

All keys are applicable to a charge. Any charges to students will be added to their student account.

There is no charge for stolen keys if a police incident report number is given at the time of reporting the loss.

Similarly, keys will not be charged for if they break through normal wear and tear. Any loss or damage must be reported to the Porters' Lodge at the earliest opportunity.

A form will be completed at the Lodge recording the details and a temporary key (with a yellow fob) will be issued for student keys only.

This key must be returned within 48 hours. If there is a practical and genuine reason why this is not possible, then the student should report this at the Porters' Lodge and an extension may be granted.

Spare keys must be returned within seven days.

The keys used by the College are manufactured under licence in order to provide a high level of security and must not be replicated under any circumstances.

Locks

Room occupants may be charged for any damage caused to locks, or locks which have to be replaced due to a key being lost or misused. The cost will be assessed at the time by the Head of Estates and added to the student's college bill and they will be informed of the cost.

Cards

Cards are issued from the Porters Lodge.

The holder of a card is only allowed to have one active card at any one time.

Operational policies and procedures

The holder of a card that is lost or stops working for any reason will need to fill in a form for a replacement or via email to the Head Porter or Deputy if living out of College, a replacement card will be ordered.

A temporary card may be kept for 48 hours and then should be returned to the Lodge. An extension may be given if the replacement card has not arrived.

All expired cards should be returned to the Head Porter, a form for a new card must be completed before a new card can be ordered.

All non-working cards must be returned to the Card Office via the Porters' Lodge.

Visitors and ad-hoc contractors will be issued with a 'visitor pass' at point of entry and must wear them at all times throughout their visit to Murray Edwards College. The holder of the pass will be responsible for their visitor pass to be returned to the Porters' Lodge upon leaving the College.

Lost or stolen cards

Any conduct that might compromise the safety and security of Murray Edwards College in accordance with GDPR regulations and in conjunction with the T&C's of the Card Office will be reported to the College Dean or Bursar who will decide if this is a disciplinary matter.

When a University card is lost or mislaid, this lost Card Office will be

Identifying allergens and meeting dietary and religious food requests

The Catering department has a legal responsibility to identify and highlight where food it serves contains any of the 14 Allergens specified in the EU Food Information for Consumers Regulation No. 1169/2011 and make this information available to diners.

Leaf clearing, Litter Picking and other Debris

Purpose

This policy has been established to outline the procedures for clearing leaves, litter and other debris from the College grounds.

The policy outlines responsibilities, communication and priorities for clearing debris, maintaining safe paths and a good appearance in the College exterior.

Objectives

- To maintain safe footpaths, steps, fire escapes and roadways in College.
- To keep the College looking tidy and the lawns in good condition.
- To maintain trees so they are safe and away from buildings where possible (legal obligations apply) and control vegetation for security.
- To discourage vermin and other pests.
- To prevent flooding by keeping roofs, gutters and drains clear of debris.
- For the safe removal of sharps.
- To respond to bad weather forecasts.

Responsibilities

Head Gardener

- Orders leaf rakes and litter pickers in September and checks the Westwood, tractor and trailer, and Snapper etc. are in good condition for leaf clearing.
- Monitors leaf fall and other debris in the grounds.
- Carries out leaf clearing of the whole site weekly in the autumn.
- Carries out debris clearing all year as necessary.
- Checks paths for dangerous conditions e.g. algae, wet leaves, etc. and responds as necessary.
- Carries out tree surveys every three years and completes the necessary tree work (legal obligations apply). Keeps tree branches away from buildings where possible.
- Carries out litter picking weekly all year round.
- Liaises with the Events Manager, Development, students and Admissions Tutor about events in the grounds.

Head Porter

Tree work

Head Gardener to maintain the College trees by arranging for a condition survey every three years and carrying out the necessary work. She should trim the branches away from the buildings where possible (legal conditions apply) and maintain the vegetation to promote good security.

Rosemary Murray Library

Using the library

The Library offers a hybrid service of both in person and online services. The library itself is open

Operational policies and procedures

Please use the sanitisation stations on entry and exit and wash your hands regularly whilst in the library.

Wipe down surfaces and equipment after use.

Do not close the windows.

Please remember that the windows need to remain permanently open to provide adequate ventilation, as per the University Ventilation Risk Assessment. Therefore, please wear warm clothing and bring a blanket, especially overnight as it may be cold.

Keeping up to date with what the College library is doing

Library staff will be updating all users via our social media channels. For the latest library updates, follow the library on Facebook: [Rosemary Murray Library](#) X: [@rosemurlib](#) Instagram: [Rosemary Murray Library](#) Pinterest: [rosemurlib](#) and YouTube: [Rosemary Murray Library](#)

Contact us

The library is staffed by Kirstie Preest (Librarian), Valerie Shaindlin (Assistant Librarian) and Helena Rogers (Library Assistant).

Please call 01223 762296 or email library@murrayedwards.cam.ac.uk with any enquiries.

Library: Admission Policy

Easter Term 2023

Easter Term 2026

The Library is open for 24 hours a day and staffed only on weekdays for 8 hours per day. It relies heavily on trust for its operations, including borrowing. Our chief concerns about admission are to ensure the security of readers, security of books and equipment, and availability of books and workspaces for our core constituency.

The following categories have been agreed by the College Council.

Access card and full borrowing rights:

All matriculated current students

Current Fellows

Current Bye Fellows

Current External Directors of Study

Current staff

Emeritus Fellows

Access card, no borrowing rights:

Students of other colleges in Murray Edwards College accommodation

Operational policies and procedures

Official Visiting Scholars

Benefactors

Alumnae

No access card, no borrowing rights, limited access to library:

Library Collection Management Policy

Easter Term 2018

Easter Term 2023

1. Introduction

1.1 This collection management policy sets out the principles according to which the Library acquires, maintains, stores and makes accessible the collections it holds. It applies to material in all formats: printed, electronic, audio-visual and other. Where appropriate this policy will provide a basis for collaboration with other Cambridge University Libraries in relation to specific aspects of the collection. It is subject to review by Academic Policy Committee.

2.

Operational policies and procedures

Electronic resources are an important part of the Library collections and an area which is developing rapidly. They are considered to be complementary to the printed library stock and not a replacement.

The Library does not purchase any electronic books, but does participate in the ebooks @ cambridge scheme which provides electronic books across the University.

The Library does not subscribe to any electronic periodicals, but does participate in the University Journal Co-ordination Scheme which provides access to a wide range of both print and electronic journals across the University as a whole.

The periodical collection is further supplemented by online access to abstracting and indexing databases provided through collaboration with Libraries @ Cambridge.

3.1.4 DVDs

The Library has a small DVD collection. The Library is currently undertaking a project to replace or convert old video stock to DVD.

3.1.5 Anatomical Models

The Library has a collection of anatomical models for the use of medical, veterinary and natural science students.

4. Readership and access

All Murray Edwards College readers have access to all printed collections and the electronic collections provided in collaboration with the wider University. Conditions for readership and

Operational policies and procedures

1 copy for courses with 1-5 students

2 copies for courses with 5-

Operational policies and procedures

Items no longer required for current teaching purposes that are over 10 years old and not borrowed in the last 10 years will be considered for disposal.

High use items which are in poor condition will be replaced unless out of print. In this instance they will be bound to increase their shelf life.

Low use items which are in poor physical condition are disposed of.

Rarely used research materials will be considered for disposal.

Unique/rare items will be retained indefinitely, e.g. Duse Collection.

Back runs of cancelled periodicals which are available electronically within the University and where access to journal archives is guaranteed will be considered for disposal.

7.2 Relegation/On-site Storage

Material may be relegated to store/placed in on-site storage at the discretion of the Librarian where it has historical or valuable provenance.

Material that is fragile or valuable will normally be housed in on-site storage.

Normally only one copy of an item will be retained in on-site storage.

8. Preservation

Paperback items within the Library collection are reinforced with lyfguard covers or vista foil to increase shelf life.

Damaged books are, if possible, repaired in house; those that are beyond repair are withdrawn and replaced if appropriate or rebound if a suitable replacement is unavailable.

Operational policies and procedures

If there is nothing in a sign holder you may use it however, if it is booked for an event, College or commercial, these signs take precedence.

Operational policies and procedures

Security policy

The security policy seeks to formalise a cohesive and integrated approach to security throughout Murray Edwards College. Security is not intended to be a hindrance to College activity but is a necessary ingredient for the safe and efficient operation of the College.

Policy statement

The College will endeavour to ensure as far as is reasonably practical, the personal safety and security of all students, staff, bona fide visitors and contributors whilst at Murray Edwards College.

An open, safe and welcoming College

The reduction of incidents and the minimisation of risk

The personal safety of individuals

Protection of premises, physical assets, including personal property and vehicles

Clear, regularly reviewed policies and procedures

Developing partnerships with external authorities with whom the College can work alongside to help implement the security policy

Proactive prevention. Proactive deterrence to minimise crime and incidents and their effects on the College, staff and students

Managed response. A responsive, effective, efficient service to deal with the College's operational security needs

Stakeholder care. Student, staff and visitor welfare to promote a safe and secure work, living and study environment

Responsibilities

Responsibility for security rests with all students, staff and visitors to the University. In particular, everyone should report all activity, suspected or real, of a criminal nature or any suspicious activity immediately to the Porters' Lodge.

Ensuring all have access to and are familiar with the security policy, paying particular attention to those issues which are directly relevant to the activity of their department.

Making sure all members of staff and students in their department understand and exercise their security responsibilities, including the University identity cards, and have due regard to Murray Edwards College property.

Operational policies and procedures

Must co-operate with requests from the security team, especially in emergency or evacuation situations and in relation to security/fire procedures. Staff are required when on Murray Edwards College property to carry their University cards. Students in general please refer to your online handbook or the University website for corresponding information.

All suspicious activity should be immediately reported.

Personal valuables should be locked away or placed out of sight, personal property should never be left unattended. Doors should be locked at all times when you leave, do not leave open or unattended.

Windows should be on the security latch if on lower ground floors and advised to close them at night. Windows in offices must be closed and secured on departure where locks are fitted. Curtains or blinds closed at dusk and lights (except security lighting) should be turned off when leaving.

All incidents of crime on Murray Edwards College premises, real and suspected, must be reported to the Porters' Lodge.

will make external (and where appropriate internal) patrols of buildings, to aid in the identification of security risks, monitor public safety and act as a deterrent against crime.

Whilst it is the responsibility of the security team to provide a safe and secure environment, it is the responsibility of all on Murray Edwards College premises to take all reasonable measures to ensure their own personal security.

Students are responsible for their guests when on Murray Edwards College property, they are also responsible for meeting them especially once College accesses are locked including making sure they leave by the appropriate exits.

Suspicious behaviour - The Porters will support and if appropriate, ensure if necessary, the

Operational policies and procedures

security staff are on duty should inform the Porters' Lodge in case at any point they need assistance.

Snow clearing and frost gritting policy

Purpose

This policy establishes procedures in the event of snow, sleet, freezing rain, and or ice accumulation.

The policy includes responsibilities, communication and priorities for snow and ice removal of all steps, entrances, disabled accesses, fire escapes, footpaths and roads in the College.

Objectives

Maintain the safety of staff, student and visitor pedestrian, cyclist and wheelchair users to College on footpaths, disabled accesses, fire escapes and roadways.

Maintain access for emergency vehicles.

Responsibilities

Head Gardener

Snow removal and frost salting procedures

Principles

To carry out snow clearing and frost gritting, so that staff and students can walk, cycle or use a wheelchair safely in the College grounds, and maintain access to all entrances, disabled access and fire escapes. Maintain access for emergency vehicles.

Snowy conditions

Gardeners to clear and salt all entrances and fire escapes starting at the College entrance including the steps leading to the bike store.

Gardeners to clear and salt the fire escapes on the roofs from the Dome to the Library along the line of paving.

Gardeners to clear and salt all footpaths to a reasonable width, starting with the College entrance and the Library entrance and working outwards.

Gardeners to clear and salt pedestrian access to all College gates.

Gardeners to salt and clear slopes in the road at the Storeys Way entrance and Storeys Way car park.

Maintenance to clear Keatsu bank and help with the fire escapes on the roof.

Accommodation to clear the Huntingdon Road spiral fire escapes from the inside.

In freezing conditions or when snow or frost is forecast

Gardeners to pre-salt all entrances, steps, fire escapes and footpaths in freezing conditions or when snowstorms are forecast.

Porters to pre-salt the steps to the College entrance especially at night and out of hours.

Maintenance staff to pre-salt Keatsu bank when necessary and help with the fire escapes on the roof.

At weekends and Bank Holidays (excluding those days when the College is closed) in snowfall (gardeners will not frost salt at weekends)

Porters to clear and salt entrance.

Gardeners to clear and salt entrances, fire escapes and footpaths to entrances and steps as before.

If snowfall prevents staff coming to College, snow clearing to be done by Porters and Housekeeping as much as possible.

When College is closed

No snow clearing or frost salting will take place.

Volunteer Policy

Introduction

Murray Edwards College is committed to offering opportunities, where appropriate, to local people who wish to volunteer. Volunteering adds value to and builds capacity for the services Murray Edwards College provides. Volunteers supplement the work of paid employees; they should not be engaged as substitutes for paid employment or replace previously paid staff. Volunteer agreements are for up to one year. This is to provide regular volunteering opportunities for those interested in volunteering. This document defines the terms and sets

Operational policies and procedures

The College expects volunteers to:

-