



British Antarctic Survey - Code of Conduct For Those Living and Working at Ny-Ålesund

1. Purpose

Living and working in the Arctic is a unique experience and one which brings its own special demands for all involved. The British Antarctic Survey (BAS) and the Natural Environment Research Council (NERC) expect the highest standards of professional and ethical conduct from our staff and those who are under our jurisdiction whilst staying at the station (or whilst journeying to or from Svalbard). The purpose of this Code is to reinforce important principles and expectations for professional conduct and acceptable behaviour by all BAS participants and thereby to promote safe and responsible working in the Arctic Region.

Whilst not exhaustive, this Code is a statement of our shared commitment and responsibility to uphold the ethical, professional, and legal standards incorporated within UKRI (UK Research and Innovation), NERC and BAS policy frameworks. At the NERC Arctic research station at Ny-Ålesund, Svalbard we honour Norwegian sovereignty and abide by the terms of the Svalbard Treaty. We also observe laws, regulations and rules imposed by the Norwegian Government and the Svalbard Sysselmeister (Governor). More locally in Ny-Ålesund we observe rules and regulations set down by the Norwegian Polar Institute, the Kings Bay Company, and the Ny-Ålesund Science Managers Committee.

2. Scope

If your job requires you to be living and working in Ny-Ålesund you will be required to adhere this Code of Conduct in agreement with the terms and conditions contained herein. All British Antarctic Survey employees and others under our jurisdiction, (e.g., research associates, scientists, students, collaborators, and visitors), must be familiar with and adhere to the provisions of this Code of Conduct as well as those of related policies which are incorporated within it. This Code sets expectations for personal and professional behaviour. Any more stringent requirements imposed by third parties, (e.g., employing organizations, vessel, or station management), remain fully in effect.

3. PRICE Cultural Values and Behaviours

You are required to uphold BAS cultural values and behaviours which are encapsulated within the acronym “PRICE”:

POSITIVE: Positive attitude, energy, realism, enjoys the work.

RESPONSIBLE: Safety conscious, environmentally friendly, accountable for one’s actions, honourable, ethical, open, and fair.

INNOVATIVE: Creative, flexible, thinking of better ways, constructively challenging, learning from experience, problem solving, entrepreneurial and outward looking.

COOPERATIVE: Open, communicative, caring, and loyal to one another, working in the best interests of BAS and science.

EXCELLENT: Professional, efficient, and effective, successful and recognized, high quality, applying best practice and developing our people.



4. Related Policy Documents

All BAS and UKRI employees and individuals under our jurisdiction are subject to UKRI Human Resources policies and procedures where these are harmonised, or NERC and BAS policies and procedures where these are stand alone. You are required to adhere to all UKRI, NERC and BAS policy requirements in respect of personal conduct, behaviour, and safety at all times. Particular attention is drawn to the policy documents available on the UKRI website. These can also be obtained from HR prior to deployment.

- [UKRI Employment Policies](#)

5. Professional Conduct

All BAS employees and those who are working collaboratively with us have a duty to act in a way that promotes the good name of BAS; and, conversely, have a duty not to bring BAS into disrepute by their actions (or inactions), statements, or neglect of their responsibilities.

Your attention is drawn to other more wide-ranging policies about professional codes of conduct that may be applicable to your role. (If in doubt consult with your line manager or a member of the HR department for guidance):

- [Research Council Code of Conduct](#)
- [Universal Ethical Code for Scientists](#)

6. Alcohol and Drugs Misuse

6.1. Limited consumption of alcohol is permitted at the NERC station and by formal invitation to neighbouring stations at Ny-Ålesund, and a bar open two evenings each week operated by the Kings Bay Company. However, you are required to drink responsibly and with due consideration to others. You must be able to respond in the event of an emergency and muster as required. You must also be in a fit state to do your job as and when called upon to do so.

6.2. Consumption of alcohol by individuals is monitored by the Station Manager. Fieldwork may be temporarily curtailed by the Station Manager if it is felt that the individual is affected by excessive alcohol or lack of sleep.

6.3. Incidents of excessive alcohol consumption which risk the health, safety, or wellbeing of yourself, or others will be dealt with in accordance with relevant UKRI policies.

6.4. BAS has a zero-tolerance policy of unauthorised possession or use of illegal drugs or controlled substances. The possession of these or drug related paraphernalia will be regarded as serious disciplinary offence, likely to lead to dismissal.



7. Behaviour Towards Others

7.1. You are required to respect the authority of the Station Manager and to behave with respect towards one another.

7.2. Conduct yourself with integrity, objectivity, and honesty and to seek to create an atmosphere that is based on trust, co-operation and mutual respect for one another, whether during working hours or socially.

7.3. You must comply with [UKRI's Equality & Diversity policy](#) and have a personal responsibility to prevent your behaviour having an unfair or discriminatory effect on others. Any form of harassment will be considered a disciplinary offence.

7.4. Disruptive, unethical, or illegal conduct will not be tolerated. Allegations of such conduct will be investigated thoroughly and addressed appropriately under the disciplinary policy.

8. Health and Safety

8.1. Act and always behave responsibly, even when off duty, in the knowledge that it is everyone's responsibility to provide a safe living and working environment.

8.2. You have a duty to take reasonable care of your own health and safety and have a responsibility for the health and safety of others who may be affected by your activities.

8.3. Outside the Ny-Ålesund community boundary, it is mandatory (in accordance with Svalbard law) to carry firearms as protection against polar bears. Personnel who plan to carry a firearm must apply for a Svalbard rifle permit (in accordance with Norwegian law). A weapons permit is available on application to the Sysselimester (Svalbard Governor) and requires proof of training and a police background check.

8.4. Those issued with a permit must undergo an assessment by the NERC Station Manager before being allowed to use weapons. The Station Manager retains the right to limit or remove access to weapons at any time regardless of the impact this may have on your work at Ny-Ålesund.

8.5. All station users must ensure they are sufficiently insured for the fieldwork they plan to undertake, including but not limited to; carrying and use of firearms; use of and transport in boats; use of skidoos; glacier travel; search and rescue; and carrying of equipment to and from field sites. This may require insurance above and beyond your institutions regular travel and work insurance.

9. Environmental Protection

9.1. You should work to protect the Arctic Region by minimising pollution, preventing disturbance to flora & fauna and other environmental risks and impacts in compliance with national and international environmental legislation.

Your attention is drawn in particular to the policies outlined below:

- [Svalbard Environmental Protection Act](#)

10. Media Contact & Confidentiality

10.1. Respect the confidentiality of personal and privileged information and do not pass information to the media or other external parties, unless within the scope of employment duties or otherwise authorised to do so. (Please also refer to UKRI Personal Use of Social Media Policy).



10.2. You have a duty to protect official information held in confidence and not to divulge it to unauthorised persons.

10.3. Information obtained in the course of work must not be used for personal gain or benefit without prior authorisation of BAS, NERC, and/or UKRI.

10.4. You should make yourself aware of your obligations under the Data Protection Act; and any disclosure of information must be in line with the Research Council's data protection and other relevant policies and procedures. If in doubt, clarification should be sought from line managers or the BAS Data Protection Officer.

11. Use of Resources

11.1. Resources at Ny-Ålesund should be used responsibly and with appropriate authorisation. The unauthorised taking, possession, modification, destruction or use of BAS property or the property of others will be the subject of disciplinary sanction.

11.2. Unauthorised entry, use, or occupancy of BAS/NERC facilities or misuse of BAS/NERC information technology will be regarded as a breach of this Code of Conduct.

12. Disciplinary Sanction

12.1. A breach of this policy and related policies may result in disciplinary action, up to, and including, dismissal. Breaches of behaviour or conduct of others working for the organisation should be reported to the appropriate level of management or external body if appropriate. Legal action may be considered if a criminal offence is suspected and, if appropriate, the matter may be reported to the Police or other relevant authorities.

12.2 For those not directly employed through BAS or UKRI, a breach of this policy may result in an immediate end to support for fieldwork and dismissal from the station. Depending on the severity, further sanctions may include reporting their conduct to their employer and funding bodies, and denial of access to the station in the future.

13. Compliance

It is a requirement that everyone deployed to the NERC Station in Ny-Ålesund, whether a member of staff or a third party under BAS/NERC jurisdiction and supervision, signs this Code of Conduct and adheres to the provisions within it. Failure to do so may lead to BAS withdrawing you from the programme and/or instigating disciplinary proceedings.

Please ensure that all project team members have read and signed the Code of Conduct before departure from the home nation and returned to externalvisitors@bas.ac.uk



British Antarctic Survey - Code of Conduct

Acceptance

I, the undersigned, have read and understood the information contained in the BAS Code of Conduct and agree to abide by its contents as well as related UKRI, NERC, and BAS policy documents and the obligations contained therein.

Signature: _____

Date: _____

Print Name: «Name»

Job Title: «Position»

BAS Human Resources

October 2024

Version 1.0