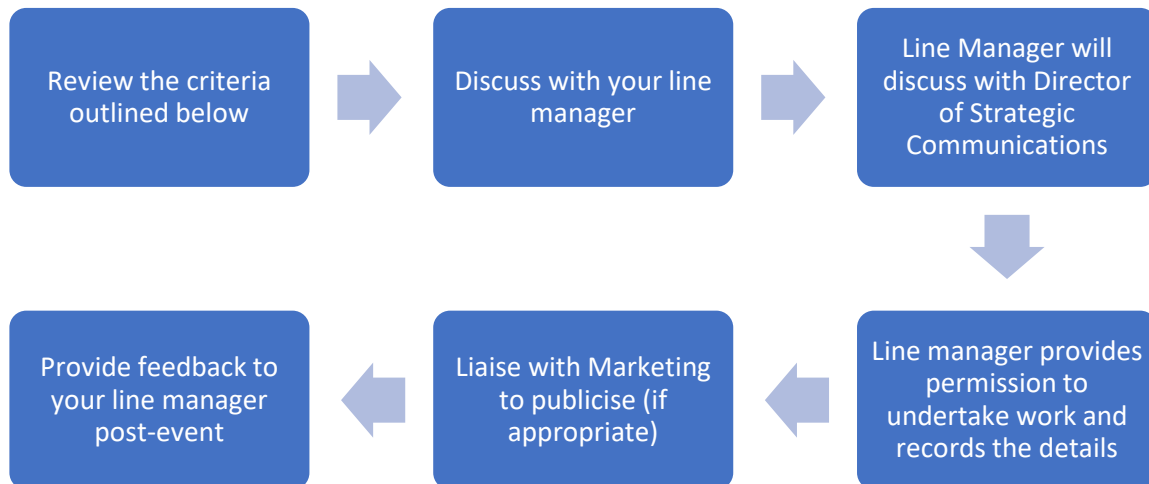


## HR POLICY/ BYLAW: STAFF ENGAGEMENT IN THE COMMUNITY

### External Engagement Policy/Bylaw

When engagement with an external organisation takes place or where staff are acting as a representative of AFG College, the criteria outlined below should be considered before such engagement commences, in order to determine the ramifications. All colleagues are required to follow the steps identified below:



#### Please note:

- Any requests for engagements where there may be a sensitive/contentious element must be highlighted to the line manager at the earliest opportunity to enable a full discussion with the Director of Strategic Communications and Public Affairs.
- In line with your contract of employment, explicit permission must be gained to undertake any paid work/engagement activities.

The following should be taken as guidance and should not be treated as an exhaustive set of requirements.

- **Reputation** – If working with another academic institution consider their ranking and international accreditations as well as their reputation in connection with institutions with which they associate their brand.
- **Strategic considerations** – Consider whether the external engagement contributes to the strategic objectives of both AFG College and the University of Aberdeen as expressed in the respective vision & mission documents. Consider, too the benefits that could possibly accrue from participation, cooperation or association?
- **Risk** – Assess any risks associated with this type of engagement. Are there any political, cultural, commercial or reputational risks? Would there be any adverse risk by your participation, cooperation or association with the external organisation?

- **Due Diligence** – Complete a thorough check of who you will be engaging within the external organisation and, ensure they are known entities who genuinely represent the external organisation with which you will be engaging.
- **Experience & Extent** - Does the organisation have a track record of working on developing projects, partnerships and associations? What links do they have with our competitors, both locally and internationally?
- **Mutual benefit** – Assess whether any likely participation, cooperation or association will achieve its desired effect. Will both parties benefit and do any potential risks you have identified outweigh any benefits? If so, consider raising the potential issues connected with the engagement with your line manager.