**Employee Code of Conduct – A Summary**

The Code of Conduct describes the standards of behaviours and communications expected of all Council workers. The Code can help you to uphold the Council’s values and in turn help the Council to provide a great public service

Use good judgement in everything you do. If you are ever unsure about the right course of action, you should seek help.

This paper outlines some of the main points of the Code. You should read the Code for more details.

**COMMUNICATION AND BEHAVIOUR**

Communicate in an **appropriate**, open, accurate and straightforward way.

Show **respect** for others.

Recognise and use responsibly the **power** which comes with your role.

**CONFIDENTIALITY**

You must not disclose confidential information gained through your work to any person not reasonably entitled to know.

**EXPRESSING YOUR VIEWS**

If you are **expressing your views about the Council**, make sure you make it clear you are doing so as a member of the public and not a Council worker

If you wish to **criticise** or question the Council in your work capacity, do so through the correct internal communication channels.

**RELATIONSHIPS**

Do not form inappropriate relationships with **service users, pupils or students**

**Close personal familiarity** between employees, Councillors, service users can affect impartiality and must be avoided. If it may impact on your work or possibly be perceived negatively, you should discuss the situation with your line manager.

**BUSINESSES AND CONTRACTORS**

You must be **fair and impartial** in your dealings with businesses, contractors, sub-contractors, service providers and suppliers. You should observe the requirement of accountability and even handedness.

**CHILD AND ADULT PROTECTION**

You are expected to **take reasonable steps** to ensure the safety and wellbeing of children and adults at risk.

**RECRUITMENT AND OTHER EMPLOYMENT MATTERS**

You **must not lobby** a Councillor or Council officer either directly or indirectly to secure your appointment or promotion or that of another person.

You **must not take part in formal HR processes** e.g. recruitment, grievance, disciplinary, job evaluation, where the other person is a close relative or a friend.

**CRIMINAL CHARGES/OFFENCES**

If you are **charged or convicted with a criminal offence** then you must inform your manager.

**REGISTRATION WITH PROFESSIONAL BODY**

If you are **registered with a professional body** which is a requirement of your role you have a duty to maintain registration and also comply with their obligations and Codes of Practice.

**CONFLICTS OF INEREST**

You must avoid conflicts of interest with the Council. You must not allow private interest to influence your decisions at work.

During your working time, you must **devote your whole time and energies to your Council duties.**

You should ensure your **Register of Interest form** is kept up to date.

**MULTIPLE POSTS**

Inform your manager and update the **Register of Interest form** to declare any paid employment you have and any private interests, club or organisation membership where a potential conflict may exist

If you undertake **additional paid employment** outside or within the Council should must ensure you are not in breach of the Working Time Regulations.

If you are on **sick leave** from your post then you should not work in your other job/s unless you have express consent to do so.

If you are suspended or on sick leave from one post (post 1), do not work in your other post (post 2) during the normal working hours of post 1.

**POLITICAL NEUTRALITY**

The Council expects you to carry out your role in a **political neutral** way so don’t allow your political or personal opinions to interfere with your work.

**MEDIA AND SOCIAL MEDIA**

Before discussing anything with the **media**, take advice from your Executive Manager/Director and if necessary, the Communications Unit.

When using **social media** you must carefully consider any reference you make to any aspect of your employment and ensure that you do not bring yourself in breach of this Code any other Council policies.

**BRIBES**

Do not **bribe** anyone or accept a bribe. If you suspect malpractice, report it to your line manager.

**GIFTS**

Do not accept **gifts**, loans or rewards for doing or not doing anything in the course of your employment. You may accept items of tokens of gratitude so long as you declare it to your manager. Do not accept monetary gifts or alcohol.

**ALCOHOL AND DRUGS**

Do not consume **alcohol** or use **drugs** during working hours, whilst you are on standby or prior to working where any intoxicating effect endures into working hours.

**COUNCIL PROPERTY AND RESOURCES**

Take proper care of **property** belonging to the Council.

Personal use of certain facilities e.g telephone, computer can take place in a responsible and reasonable manner.

**PERSONAL DEVICES**

If you use your own **personal device** to carry out your Council work you must make sure you work is secure and cannot be accessed by others.

**VIOLENCE**

The Council is committed to creating a culture free from sexism, sexual harassment, misogyny and other forms of **violence against women**.

You must not commit acts of violence or threats of **violence** against anyone during the course of your employment.

**DRESS CODE**

You must ensure that your **appearance is appropriate and professional** in relation to your duties. Where a uniform, protective clothing or name badges are provided, they must be worn at all appropriate times.

**QUESTIONS**

If you have a question or concern then your line manager should be your first point of contact. If you feel uncomfortable speaking to your line manager you should contact a more senior manager or Human Resources for advice.

You should read the Employee Code of Conduct for more details on each of these points and others.