

Part 5B

Officers' Code of Conduct

1. Honesty, Integrity, Impartiality and Objectivity

An employee must perform his/her duties with honesty, integrity, impartiality and objectivity.

2. Accountability

An employee must be accountable to the authority for his/her actions.

3. Respect for Others

An employee must –

- a) treat others with respect;
- b) not discriminate unlawfully against any person; and
- c) treat members and co-opted members of the authority professionally.

4. Stewardship

An employee must –

- a) use any public funds entrusted to or handled by him/her in a responsible and lawful manner and for purposes consistent with and directed to the objectives and targets of the post; and
- b) not make personal use of property or facilities of the authority unless properly authorised to do so.

5. Personal Interests

An employee must not in his/her official or personal capacity –

- a) allow his/her personal interests to conflict with the authority's requirements; or
- b) use his/her position improperly to confer an advantage or disadvantage on any person; or
- c) do anything which would affect his/her ability, or the public's confidence in his/her ability, to do their job.

6. Registration of Interests

An employee must comply with any requirements of the authority –

- a) to register or declare interests; and

- b) to declare hospitality, benefits or gifts received as a consequence of his/her employment.

And the Local Authority shall determine the manner of registration and declaration of interests and make employees aware of any changes from time to time.

7. Reporting Procedures

An employee must not treat another employee of the authority less favourably than other employees by reason that that other employee has done, intends to do, or is suspected of doing anything under or by reference to any procedure the authority has for reporting misconduct. Some employees, by virtue of their membership of a professional body, may have a specific duty to report misconduct.

8. Openness

An employee must –

- a) not disclose information given to him/her in confidence by anyone, or information acquired which he/she believes is of a confidential nature, without the consent of a person authorised to give it, or unless he/she is by law to do so; and
- b) not prevent another person from gaining access to information to which that person is entitled by law.

9. Appointment of staff

9.1 An employee **must not** be involved in the appointment of or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a **relative or friend**.

9.2 In the paragraph above:

- a) “relative” means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and
- b) “partner” in sub-paragraph (a) above means a member of a couple who live together.

10. Duty of Trust

An employee must at all times act in accordance with the trust that the public is entitled to place in him/her.

11. Use of Internet and Electronic Mail Facilities

An employee must comply with the code of practice adopted by the Council for the acceptable use of computer facilities, including electronic mail and the internet.