Wirral Council

Employee Code of Conduct

Code of Conduct

Our purpose is working together to promote fairness and opportunity for people and communities.

Our values are at the heart of everything. They capture our spirit, driving what we do, how we do it, how we behave, and how we treat others. They are a non- of all our us highest

negotiable part roles and help uphold the standards of conduct.

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Our handshake helps us understand what we can expect from our organisation and what we are asked for in return. It is built on the expectation of mutual respect, trust and a positive relationship.

We will ...

Live our values

Care for you

Value and respect you and the work you do

Empower you to improve things and make Wirral a great place to work

Support you to develop, learn and grow to be great at what you do

Fly the flag for Wirral

Learn from each other, support each other and take time to celebrate the great work we do

Listen to you and involve you in how we do things

You will ...

Live our values

Care for others

Respect and value others

Work together to improve things and make Wirral a great place to work

Develop, learn and grow to be great at what you do

Fly the flag for Wirral

Learn from each other, support each other and take time to celebrate the great work we do

Value and respect the trust and responsibility given to you

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Scope

We are proud that our Code of Conduct (Code) applies to everyone working for us regardless of their role, including interim workers.

We are all expected to know, understand and follow our Code. Taking personal responsibility to make full use of all the support and guidance available to us to live it in what we do, how we do it, how we behave, and how we treat others.

We will recognise, celebrate and reward behaviours consistent with the Code and challenge any inconsistencies. This includes corrective interventions which can involve disciplinary action, up to and including termination of employment.

Helping uphold the highest standards

Speaking up when somethings not right helps us to create a work environment we can all be proud of, where everyone can thrive and deliver our purpose.

Our whistleblowing policy outlines what we should do if we observe behaviours inconsistent with the Code.

1. Representing the council

At all times our residents, stakeholders, customers, clients, colleagues, elected members and partners should be treated professionally with honesty, integrity, openness, impartiality (including political neutrality in carrying out our job role), dignity, respect, fairness, and not discriminated against. This is acting in accordance with the trust placed in us as employees of the council.

In addition, our dignity at work policy and equality, diversity and inclusion policy outlines our personal responsibility to help create an inclusive workplace. This includes us behaving in a fair and equitable way and avoiding discrimination in any form.

It's important that employees do not engage in conduct outside of work which could damage the reputation of the council, or the reputation of other elected members/employees of the council. This includes notifying your Senior Manager, as soon as possible, if you are facing criminal charges irrespective of

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the whether you consider the matter to be relevant to your employment or not.

2. Duty of trust and care

Our children's safeguarding policy, adult's safeguarding policy and safer recruitment & employment policy outlines our duty of trust and care for vulnerable adults, children and young people. This is shown through respectful and caring relationships, and demonstrating integrity, maturity and sound judgement at all times; and protecting them from harm.

3. Health and safety

Safety is our top priority. Our Health & Safety Policy outlines our collective and individual responsibility to make our workplace a safe place for everyone by taking reasonable steps to protect our own health and safety and that of other people who may be affected by our actions or omissions at work.

4. Use of council assets

Council assets are physical objects, buildings, financial resources, computer data and information generally. We all have a responsibility to:

- only use council assets for purposes that are in line with the post we hold,
- make sure we have the correct permission before we make use of council assets,
- not take anything that belongs to the council unless we are specifically authorised to do so,
- use assets in a responsible and lawful manner, ensuring value for money.

This includes the code of practice for the acceptable use of computer facilities, including electronic mail, IT systems and the internet.

5. Data protection

All council employees, suppliers, partners and clients/customers are entitled to protection of their personal information. Our information governance policy outlines our collective and individual responsibility to keep all personal data confidential, whether stored digitally or manually held.

6. Anti-fraud and corruption

Fraud is when somebody is deliberately dishonest to secure an unfair or unlawful gain. Corruption is when somebody unlawfully gives or receives an incentive to influence someone in a position of power. Our anti-fraud and corruption policy, anti-money laundering policy and anti-bribery policy outlines our collective and individual responsibility to report something if we suspect it might involve fraud or corruption.

7. Conflict of interest

Our conflict of interest policy and procedure outlines our collective and individual responsibility to declare any actual or potential conflicts of interest in connection with our employment. A conflict of interest can arise if our outside activities, private, personal or financial interests:

- conflict with the council's purpose, duties, decisions, services or activities,
- influence or interfere with the decisions we make in the course of our work for the council, or
- appear to or could be perceived to influence or interfere with the decisions we make in the course of our work for the council,
- appear to or could be perceived to confer an advantage or disadvantage on any person,
- do anything which would affect their ability, or the public's confidence in their ability, to do their job.

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8. Gifts and hospitality

Some people may believe they will get a better level of service or more favourable treatment if they provide additional payments or offer us favours. Our gifts & hospitality policy and supporting procedure outlines our collective and individual responsibility if situations arise where we are offered gifts and hospitality in connection with our employment.

9. Social media

The council values the use of social media as an important way of communicating with the communities we serve. Our social media policy outlines our responsibility to make sure that what we access is always appropriate and that using social media doesn't interfere with our work. This includes ensuring our use of social media does not put the council at legal risk or damage the council's reputation.

Related policies

Our Code cannot tell us exactly what to do in every situation or cover all standards and responsibilities, with its focus on some especially important ones. To understand the full range of responsibilities expected of us, a suite of corporate standards and conduct policies are available on our intranet.

Conclusion

We are proud to hold ourselves to the highest standards of professional conduct. We are all expected to know, understand and follow our Code.

This includes taking personal responsibility to make full use of all the support and guidance available to us and to complete assigned 'essential learning' on our learning platform, Flo. You will find this learning, including frequency and deadline information, on the 'your assigned learning' banner on Flo.

If you need any clarity about the Code don't be afraid to ask your line manager or contact the Employee Relations Team at EmployeeRelations@wirral.gov.uk.

*** Our Standards Committee agreed this Code on xxxx and was endorsed by Council at its meeting on xxxx.*

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