

Employee's Summary of the Code of Conduct

Introduction

The code applies to all Council employees without exception. The Council also expects the same standards of behaviour from non-employees who are engaged (e.g. agency workers) or contracted by the Council

1) Equality and Diversity:

We expect – you to deal with our customers, 'contractors/suppliers', 'partners' and each other with respect, regardless of differences

You must– promote and comply with the Council's equality and diversity policy at all times in your work

2) Attendance

We expect – you to attend for work on time and have a good attendance record

You must– follow the Council's sickness reporting procedure

3) Dress code

We expect – you to be safely and appropriately dressed for your job

You must– make sure you are dressed to do your job properly and professionally

4) Personal finance

We expect – you to talk to your line manager if your personal finance could affect your work with the council.

You must – be honest (when claiming any benefit or personal entitlements)

5) Information Technology

We expect – you to use the Council's information technology systems in a professional and appropriate way to do your job

You must– follow the Council's ICT policy (<http://intranet/ict-policy.htm>) and if in doubt speak to your manager and/or the IT division

6) Telephone Use

We expect – you to follow the Council's ICT policy on the use of telephones for personal calls.

You must– only make personal calls from landlines and mobiles in an emergency or for urgent personal requirements.

7) Gifts and Hospitality

We expect – you to inform your manager if you are offered or provided with any gift or hospitality, as a result of your work for the Council.

You must– not accept gifts or hospitality, without the agreement of your Manager. Any gifts or hospitality offered or received should be recorded in the gifts/hospitality register, located with the Director's Personal Assistant.

8) Employment outside the Council

We expect – when you are being paid to work for the Council, you not to be doing any other activity for financial reward.

You must– speak to your Head of Service if you wish to undertake additional employment or business activity outside your contractual hours.

9) Conflict of interest

We expect – you to be honest at all times when applying Council Policy and Procedures.

You must– not let your personal interest influence you when applying Council Policy and Procedure and declare/report to your Director, all private interests you have that may conflict with your work for the Council.

10) Publications, broadcasts and communications with the Media.

We expect – you to treat all personal information as confidential and not to misuse any confidential information or forward it to any person unless proper authority has been obtained.

You must– contact the Communications team on any media matters before speaking to any representatives of the media and contact the Data Protection team for advice on information that may be divulged.

11) Disciplinary Rules

We expect – you to behave in a professional manner, maintaining a high standard of behaviour at all times complying with the Council's rules.

You must– be familiar with the Council's disciplinary rules and standards required of staff.

The Council's disciplinary procedure can be found on the intranet under http://intranet/disciplinary_policy_inc_appendices.pdf

"This summary code is explanatory only and the full details of the code can be found as an appendix to the disciplinary procedure. You must refer to the detailed version of the code at all times.

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