

Burwash Parish Council

Employee Code of Conduct Adopted 14/03/17

Introduction

The purpose of the Code of Conduct is to advise Employees of Burwash Parish Council's (BPC) expectations in respect of their conduct. Employees must abide by the Code of Conduct to positively promote BPC. Any breach may lead to disciplinary action including dismissal in line with the BPC's disciplinary procedure.

This Code of Conduct explains BPC's basic approach to conduct. Employees should behave in a way that protects the interests of the BPC. The Code of Conduct as a set of principles while work, at a work-related event and outside of working hours when they are representing BPC. As a minimum, the Code of Conduct will be reviewed bi-annually by the HR Committee.

Common Law and Statute

1. Employee's duties should be carried out in line with the Equality Act 2010, The Health and Safety at Work Act, Prevention of corruption act, Bribery Act 2010 and other relevant legislation.
2. Employee's responsibilities and duties should reflect the following:
 - a. Being ready, willing and fit for work
 - b. Be professional and carry out work personally, for the work they are employed
 - c. Be diligent in their approach and ensuring due care and attention in their activities
 - d. Must not be disruptive or work against the resolved intentions of BPC
 - e. Obey all reasonable instructions
 - f. Disclose and potential conflict of interest
 - g. Respect confidentiality
 - h. They should be honest and trustworthy when dealing with matter of finance and expenses
 - i. Be politically unbiased

Bribery and corruption

3. Employees cannot accept any gift or favour that may be offered to influence them in respect of BPC proceedings – this would constitute a bribe. A bribe is defined as: Giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so. Any breach will be considered Gross Misconduct and may lead to dismissal as outlined in the BPC's disciplinary procedure.

Gifts and Hospitality

4. BPC requires its employees to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the Council are declined. This applies, whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value of less than £10. All other gifts must be politely declined.

Hospitality

5. Any hospitality, luncheons, receptions etc. should be approved by full council in advance.

Confidentiality and Data Protection

6. Employees must ensure confidentiality is maintained and ensure that all data, papers and files held or produced comply with Data Protection Act and BPCs Data Protection policy. This applies to BPC owned PCs, Phones or Laptops, these should be password protected and data should not be held on unencrypted or non-password protected memory stick.

Representing BPC

7. Employees representing BPC should do so in a manner that enhances the reputation of BPC. This should be the case whether it is in a formal or informal representation and should not behave in a way the bring BPC into disrepute, this include social media and emails.

Company Property and resources

8. Employees should look after company property and resources to ensure maximum life.

Copyright

9. Employees should consider copyright laws and not knowingly infringe these.

Policy review date

10. This policy would need to be reviewed before 31 March 2019.