



## **Code of Conduct for Employees**

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People in East Renfrewshire have a right to expect the very highest standards of conduct from all our employees and East Renfrewshire Council emphasises the value it places on the highest standards of ethical conduct from its workforce.

The purpose of this Code is to provide clear and helpful advice to all employees to assist you to maintain and improve your standard of conduct. It does not affect your rights and responsibilities under the law. In addition, it is not intended that the principles in this Code will impinge in any way on the requirements set down by any employees' professional body.

To help all employees to keep to these standards, this Code sets out the minimum conduct and behaviour expected of you and provides a framework within which you can work to help prevent misunderstandings and/or criticism. The Code also incorporates "The Seven Principles of Public Life" identified by the Nolan Committee on Standards in Public Life that can be found in the Councillors' Code of Conduct.

Our first Code of Conduct was introduced in 2002. This second review has been informed by examples of good practice and has been the subject of consultation with the Trade Unions and members of the Corporate Management Team (CMT).

The Code applies to everyone who works for East Renfrewshire Council and all employees should read it carefully. No matter what post you hold, you should ensure you are familiar with the provisions it contains since a breach of the Code is a serious matter and may give rise to disciplinary action up to and including gross misconduct. If there are any areas on which you need guidance or if you have concerns about any aspect of it, you should contact your line manager, the Director of Business Operations & Partnerships or a senior member of the Human Resources team.

You are also expected to comply with the Code in circumstances where you have been appointed as a representative of the Council to any organisation, trust, company or partnership body.

## **The Seven Principles of Public Life**

This Code incorporates the following "The Seven Principles of Public Life" identified by the Nolan Committee on Standards in Public Life, altered slightly for local government.

### **Selflessness**

You should not take decisions which will result in any financial or other benefit to yourself, your partner, your family, or your friends. Workplace decisions should be based solely on the Council's best interests.

### **Integrity**

You should not place yourself under any financial or other obligation to an individual or an organisation which might influence you in your work with the Council.

### **Objectivity**

Any decisions which you make in the course of your work with the Council, including making appointments, awarding contracts, or recommending individuals for rewards or benefits, must be based solely on merit.

### **Accountability**

You are accountable to the Council as your employer. The Council, in turn, is accountable to the public.

### **Openness**

You should be as open as possible in all the decisions and actions that you take. You should give reasons for your decisions and should not restrict information unless this is clearly required by Council policy or by the law. This should be balanced with the duty of every employee to respect the confidentiality of information which comes into their possession in the course of their work.

### **Honesty**

You have a duty to declare any private interests which might affect your work with the Council.

### **Leadership**

If you are a manager or hold a supervisory position, you should promote and support these principles by your leadership and example.

## 1. PERSONAL CONDUCT

- 1.1 All employees are expected to conduct themselves in a positive manner, consistent with the Council's values, policies and procedures which are applicable to them. One of the Council values, 'kindness', describes how we all should behave towards others, both service users and colleagues. You should be aware that your behaviour during working hours and in some cases outside working hours reflects on the image of the Council. To that end, you should make yourself familiar with the relevant policies and seek advice if you are unsure of any aspect.

'Respect' is considered to be a key principle for employees who must respect all other Council employees, elected Members, users of Council services and the general public and treat them with courtesy at all times.

Employees must comply with reasonable instructions given to them by their line managers or other relevant managers(s). If an employee considers any such instruction to be unreasonable, they should escalate the matter to an appropriate senior colleague, or seek advice from their trade union representative or from a senior member of Human Resources (HR).

### 1.2. Whistleblowing policy

You may have to deal with a situation where a colleague, manager, Councillor or any other person or organisation has asked you to act in a manner which you consider might be illegal, improper or unethical or which is otherwise in conflict with the spirit and content of this Code of Conduct. Alternatively, it may be a situation where you have serious concerns about any aspect of the Council's work.

In such situations and **where you would be making a disclosure in the public interest**, you should make use of the Council's confidential reporting procedures which are contained in the "Whistleblowing" policy.

There are existing procedures in place (see links below) to enable employee to lodge grievances relating to their own employment. The Whistleblowing policy is designed to cover concerns that fall outwith the scope of a grievance procedure.

[Local Government Employees grievance procedures](#)  
[Teachers' grievance procedures](#)

### 1.3 Disclosure of Relationships

#### 1.3.1 Recruitment

All appointments must be made on the basis of merit. It is unlawful for an appointment to be made which was based on anything other than the ability of the candidate to undertake the duties of the post. You must be a registered interviewer in terms of the Council's approved scheme before you can carry out interviews and you must follow the Council's approved procedures for recruitment and selection.

Where the preferred candidate for a position within the Council is a relative of a Chief Officer within the same Department, the appointment will be independently reviewed by the Director prior to an offer of employment being issued. Where the preferred candidate is a relative of a Director (regardless of which Department the position is within) then the application will be referred to the Director of Business Operations & Partnerships to independently review the

appointment prior to an offer of employment being issued.(or to the Chief Executive should this concern the Director of Business Operations & Partnerships).

This approach will ensure that the highest standards have been adhered to during the recruitment and selection process.

#### 1.3.2 Decision making

If you are involved in the recruitment and selection process, or in any other HR procedures such as grievance/disciplinary procedures or regradings and have any kind of relationship (relative, partner, friend) with a person (s) involved which might affect your ability to be impartial, that relationship must be declared to your line manager who will decide whether you can participate in the process.

#### 1.3.3 Canvassing of elected Members or Council employees

You must not lobby a Councillor(s) or another colleague either directly or indirectly to secure an appointment, promotion or other employment benefit for yourself or for another person.

Canvassing of elected Members or employees of the Council directly or indirectly in connection with any appointment within the Council will disqualify the candidate. This does not prevent employees from giving a written reference about the candidate's ability, experience or personal characteristics in respect of an employment application.

If you are lobbied by an applicant, another colleague or Councillor or any other person you should report this to your line manager.

### 1.4 Employee accountability

#### 1.4.1 Job applications

If it is established that an employee provided fictitious, exaggerated or misleading information during the application process with the intention to persuade the recruiting manager to recruit them for a job for which they are not suitable, not qualified, or not as qualified as other applicants, this will be viewed as misconduct. This will also be applied to medical questionnaires and/or criminal conviction forms.

#### 1.4.2 Professional Standards and Codes of Conduct

If you hold a post which requires you to register with a professional organisation, you should be aware the Council may have a statutory or other obligation to inform the relevant body of any investigation and/or misconduct. If this is the case, your line manager will advise you of the sharing of information with the relevant organisation.

If you are subject to a professional code of conduct, you must act in compliance with it in carrying out your role within the Council. Furthermore, you would be expected to comply with all applicable professional and legal obligations relevant to the work you undertake. If you are ever concerned about a conflict between the terms of this Code and your professional obligations, you should seek advice from your line manager, the Monitoring Officer or a senior member of HR.

## **1.5 Management accountability**

Line managers, whatever the level they are within the organisation, are accountable to the Council for implementing HR and Health and Safety policies in the best interests of the Council and its workforce. Where a manager, without justification or due cause, deliberately fails to apply any of these policies, this will be viewed as misconduct and addressed through the appropriate disciplinary procedures.

It should be noted that this is different from a capability issue where the performance of the manager is under scrutiny but instead this is where the responsibilities of the role are being disregarded and/or established procedures and policy are not followed. Mitigating factors will be taken into account including the application of discretion in respect of the individual circumstances.

[Local Government Employees discipline procedures](#)  
[Teachers' Discipline procedures](#)

## **1.6. Employee responsibility-health and wellbeing**

All employees have a responsibility for the health and safety of themselves and others and must inform the Council of any underlying health condition that may impact on their ability to undertake their role fully and safely. In addition to any information provided through pre-employment health checks, employees must advise their manager of any changes to disclosed conditions or when medical investigations are underway, that may impact on their ability to undertake their role safely. This should include any addiction issues that the employee may be experiencing.

In such circumstances, the Council will support them through the appropriate Council policies.

## **1.7 Political neutrality**

1.7.1 It is important to understand that all employees serve the Council as a whole. Accordingly, you must, and must be seen to, serve all Councillors and not just those of the party/parties forming the political administration. The individual rights of all Councillors must be respected.

1.7.2 There are some employees, including the Chief Executive, all Directors and Heads of Service and some others, whose political activities are restricted by law. These employees occupy what are known as "politically restricted posts". If you hold a post which has been designated as politically restricted, you will have been formally notified of this and the implications of the restriction will have been fully explained but if you have any doubts as to whether this restriction affects you, you should contact your line manager or a senior member of the HR team. More information can be found here: [Politically restricted posts guidance](#)

1.7.3 Whether or not you hold a politically restricted post, you must implement the policies of East Renfrewshire Council irrespective of your personal views. Personal political opinions must not influence your work as a Council employee in any way and you should remember that local authorities are prohibited from publishing any material that, in whole or in part, appears to be designed to affect public support for a political party.

1.7.4 You must not use your position as a Council employee to support, assist or oppose any political party or individually-held political opinions. Council notice boards, employee or public areas or the Council intranet or email system must not be used to display posters, leaflets or opinions which support (or oppose) a political party or individually held political opinions. You must never wear badges or other symbols that are party political while at work.

1.7.5 Exempt from the above would be anything promoting or displaying membership of a recognised trade union and/or associated collective bargaining arrangements and workplace matters.

1.7.6 You may be an employee who is occasionally expected to give advice to political groups. This is acceptable **PROVIDED** you follow the Council's approved Protocol for Councillor /Employee relations.

## **1.8 Employee appearance**

1.8.1 There is a general requirement that employees should adopt reasonable dress standards related to the type of work they undertake and be mindful of their overall appearance. Attention should be given to personal hygiene. In addition, local service areas may have specific requirements regarding standards in their area of work which should be adhered to.

1.8.2 Clothes may be worn for cultural or religious reasons, providing they comply with the requirements in this section of the Code. If you are required to wear a uniform, you must wear this throughout your working hours and keep your uniform clean and in a neat and tidy condition. Any uniform provision is subject to local requirements.

1.8.3 The Council reserves the right to insist that you do not wear anything that it reasonably believes would cause offence to customers or other employees. You must never wear badges or other symbols that are party political in nature while at work.

1.8.4 If you are required to wear personal protective equipment (PPE), you must wear this throughout working periods and maintain it appropriately. Failure to comply with Health & Safety requirements will be treated as a disciplinary offence. Further information can be found here: Health and Safety intranet pages

1.8.5 All employees will be issued with a Council ID badge and you must wear it while on Council premises in such a way as to allow it to be clearly seen by others. Should you lose your badge you must raise this with your line manager immediately.

## **2. RELATIONSHIPS**

### **2.1 The Public and Service Users**

You may have contact with members of the public as users of Council services, clients or citizens. Throughout such contact, you must always remember your responsibilities to the communities you serve and ensure that you always conduct yourself in a courteous, efficient and impartial manner to all groups and individuals within that community. All members of the local community and customers have a right to be treated with fairness and equity and should not receive less favourable treatment on any of the grounds stated in the Equal Opportunities in Service Delivery and Employment policy or equality legislation.



2.1.1 If an employee has concerns about child protection or adult protection arising from something witnessed in the course of their employment, they should refer those concerns to the appropriate Council service or officer (for example, Children or Adult Services within the HSCP) or, if appropriate in the circumstances, to the relevant external agency. This general duty is not intended to substitute for any formal referral procedures that exist within Council services.

2.1.2 Employees must deal appropriately with any expression of dissatisfaction by a member of the public made to them and in accordance with applicable complaints procedures.

## **2.2 Fair and Reasonable treatment at work**

2.2.1 You must respect your fellow Council employees. Your working relationships with colleagues should be based on working together in the interests of the public and the delivery of high quality services. You are entitled to expect fair and reasonable treatment from colleagues, managers, Councillors and members of the public at all times.

Employees should respect each other, their beliefs and opinions while behaving in an appropriate manner and in accordance with the Council's policy on Equal opportunities in Service Delivery and Employment policy. This ensures that all employees work in an environment that is free from discrimination, victimisation, intimidation, bullying or harassment. More information can be found here: Bullying and Harassment policy

2.2.2 East Renfrewshire Council is committed to providing a positive work experience for every employee in which all are treated with respect and courtesy by others, in an environment free from discrimination, harassment, bullying and victimisation. Where concerns about an employee's behaviour are raised, line managers are expected to address this through the appropriate procedure in order to correct any unacceptable behaviour.

2.2.3 Employees may have contact with employees or representatives from third sector organisations, Trade Unions, or other public or private authorities in the course of their work, for example, in connection with the Health & Social Care Partnership. Employees should always behave with integrity and in a professional manner in all such interactions.

## **2.3 Councillors**

2.3.1 Both Councillors and employees are servants of the public, and they are indispensable to one another but their responsibilities are distinct. Councillors are responsible to the electorate and serve only as long as their terms of office last. Employees are responsible to the Council. It is your job to carry out the Council's work under the direction and control of the Council's senior management who, in turn, are responsible to the Council. You should familiarise yourself with the contents of the Protocol on Councillor/employee relations and ensure that you use it at all times.

2.3.2 Mutual respect between Councillors and employees is essential to good local government. Close personal familiarity between individual Councillors and employees can damage the relationship and may be perceived wrongly or prove embarrassing to other Councillors and employees.

2.3.3 Some employees will have a very close working relationship with Councillors and great care should be taken to ensure such a relationship is not abused nor compromised in any way. If you are asked by a Councillor to undertake work or provide assistance in relation to a matter which you consider may be party political or have no relationship with the work of the Council, you should politely refuse and contact your line manager.

## **2.4. Conflict of Interest**

2.4.1 Council employees have an obligation to act in the best interests of the Council and to avoid situations where there may be a potential conflict of interests. Conflict of interests can arise where an individual's personal or private family interests and/or loyalties conflict with those of the Council. Employees must not allow any private interest to influence the decisions they take in their role as an employee of the Council

2.4.2 You must therefore declare to your line manager any interest, financial or otherwise, which a member of the public might think is likely to influence your judgement in decisions you take in a work capacity. Moreover if you have close family members, people living in the same household as you or friends/associates who have financial interests in the work of the Council, these interests must also be declared to your line manager. You should note that, depending on the nature of the conflict of interests, you may be unable to perform some of your duties. Such cases will be looked at individually to determine how the conflict of interests can be resolved.

The key principle is the need for transparency in regard to any interest which might (regardless of the precise description of the relationship) be objectively regarded by a member of the public as reasonably affecting an employee's responsibilities as an employee of the Council in carrying out their role.

2.4.3 If you are a member of an organisation, a voluntary body or club you should ensure there is no conflict of interest between that role and your employment with the Council. Employees concerned about a potential or actual conflict of interest must disclose this to their line manager. This duty also applies to membership of organisations or clubs that are not open to the public.

2.4.4 In addition, you should be aware that Section 68 of The Local Government (Scotland) Act 1973 requires that employees must disclose any personal interest in contracts that have been, or are proposed to be, entered into by the Council.

2.4.5 All interests declared to a line manager must be notified to the Monitoring Officer. If the Monitoring Officer agrees that the conditions for a declaration of conflict of interest have been met, they will record this in the Register of Employees Interests. This register is in two parts: the first part, which is a brief summary of the interest, is available for public inspection. The second part of the register, which contains the specific details of the interest, is confidential and (subject to the Council's obligations under the Freedom of Information legislation) will not be made available for public inspection, since it will contain personal data relating not only to employees, but also to their family and friends.

2.4.6 It is very important that you notify your line manager of any personal or private interests that may come into contact with the business of the Council (as described above) as this not only protects the Council, it also protects you from allegations of bias. Not only would evidence of bias or corruption be viewed a breach of this Code, it could also be considered a serious criminal offence under the Bribery Act 2010.

If you are in any doubt as to whether or not you have a conflict of interest that has to be reported, you should take advice from your line manager, Head of Service or a senior member of the HR team. See section 6 of this Code for more information on declaring the offer of gifts etc.

## **2.5. Contractors**

2.5.1 Orders and contracts must be awarded on merit in accordance with the Council's approved Contract Standing Orders. If you are involved in any form of tendering exercise, you must follow approved procedures and must clearly act in a fair and impartial manner with contractors, sub-contractors, suppliers etc. Clause 2.4.6 also applies.

2.5.2 All known relationships of a business or private nature with external contractors etc. or potential contractors etc. should be made known to your line manager who in turn should advise the Monitoring Officer so that details of such relationships can be entered in the Register of Employees Interests. This should include situations where you were employed previously by any company or organisation with which the Council does business.

2.5.3 Ideally, one person should not have both a "client" and "contractor" responsibility in the tendering process as a separation of duties should be applied. If this proves unavoidable, then you must observe the requirement for accountability and even-handedness in undertaking these two roles.

2.5.4 If you have access to information on tenders or costs for either internal or external contractors etc. you must not disclose that information to any unauthorised party.

2.5.5 You must ensure that no special favours are shown to current or former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

## **3. CONDUCT AND ACTIONS OUTSIDE THE COUNCIL**

### **3.1 Conduct outside the Council**

You should remember that as a Council employee, your actions both at work and elsewhere reflect on the Council and you should not do anything that could bring the Council into disrepute. To bring the Council into disrepute would normally apply where the conduct of an employee outside the workplace becomes apparent through any formal or informal route (via the Press, social media, an external organisation, a member of the public or a fellow employee for example) and due to their employment within a particular job, that conduct becomes associated with the Council. In particular, employees should be aware that posting of certain information or comments, even in their own time and using their own equipment may be in breach of the Social Media policy. See section 4.3 for more information.

## **3.2 Employment outside the Council**

3.2.1 The Council will not restrict you (with the exception of Chief Officers) from undertaking employment, home working, consultancy or freelance activity outside the Council unless there is a clear conflict of interest, or it is likely to have an adverse effect on the work of the Council, or your ability to do your job.

3.2.2 Should you have an additional post to your substantive post with the Council or with an external organisation, then you should advise your line manager who will assess the hours worked in line with the Working Time Regulations 1998 and discuss this with you.

3.2.3 If you are a Chief Officer, you will be expected to devote your whole time service to the work of the Council and you should not engage in any other business nor take up any additional employment without the express consent of the Council.

3.2.4 You are not allowed to use the equipment or resources of the Council in any outside employment. For example, the preparation of plans for building standards or planning applications that relate to development within the area of East Renfrewshire Council must not be undertaken using Council resources under any circumstances. This particular provision has been included in the interests of employees and the Council to protect both.

3.2.5 You will normally be allowed to accept invitations to give lectures etc., appropriate to your professional/occupational standing, provided you obtain the prior approval of your line manager. Where such lectures are given outwith normal office hours any fees may be retained. For lectures given within normal office hours, any fees that are received, excluding out-of-pocket expenses, must be paid to the Council or the time off must be set against the employee's annual leave entitlement.

3.2.6 You must not engage in personal business or other interests including selling while at work and should not approach colleagues or customers in relation to these activities. The exception to this would be fund-raising for third sector bodies, i.e. charities, sports clubs, voluntary groups, community organisations.

## **3.3 Criminal charges**

It is a condition of your employment that if you are arrested, charged, convicted of a criminal offence, bound over or cautioned, pending appointment to, or whilst employed by the Council that you report details of the matter to your line manager or a more senior manager within your department. Each case will be assessed on its merits and if necessary investigated further.

## **3.4 Volunteering or charity work**

Directors may authorise an employee to be absent occasionally and temporarily during business hours to attend to duties or services of an honorary, charitable or philanthropic character in line with the Special Leave policy, as long as these do not interfere with their duties.

Employees would need their Directors consent in order to hold any outside office or position of employment as part of volunteering or charity work where the duties would involve their absence from work during normal working hours. In addition, time off can be approved through the Special Leave policy, if necessary.

## **4 OPENNESS, CONFIDENTIALITY AND DISCLOSURE OF INFORMATION**

### **4.1 Openness**

Openness means a clear and open decision-making process. This includes providing the public with accessible and understandable information about the Council as well as ensuring that an effective complaints procedure is in place for the public when things go wrong. However, there are exceptions to the principle of openness where confidentiality is involved. Everyone has a personal responsibility for ensuring they respect and protect the confidentiality of all information which comes into their possession or which they otherwise have access to in the course of their work with the Council. This applies equally when employees are at work and in their own time and includes any information in relation to another employee which is retained by the Council. This information, such as, home addresses and next of kin, cannot be released without the prior consent of the employee to whom the information relates. This will not apply however, where there is a legal duty to provide the information or in an emergency situation where it is necessary to communicate the relevant information.

### **4.2 Data Protection and Information Security**

4.2.1 You should be aware of and follow the Council's policies in relation to Data Protection, for example, Data Protection policy, Data Incident Breach Management procedures and Data Protection Impact Assessment Procedures. Similarly, you should also make yourself aware of Information Security issues that play a role in your job and the information that you are responsible for by following the relevant Information Security policies. Further information can be found here: [Data protection policies](#) [Information Security policies](#)

4.2.2 All local authorities have a duty to prevent fraud and as such any information collected by the Council will be used and disclosed as necessary to prevent and detect fraud as covered by the Data Protection Act 2018. This may include the sharing of information with other public bodies or any other organisation that handles public funds. Disciplinary action may also be taken against any employee detected fraudulently completing Council tax/housing benefit forms or other paperwork.

### **4.2 Access to Councillors**

It is recognised that as a citizen, you have an entitlement to raise with Councillors any complaint which you may have about the services provided by the Council. However, you must be clear that if your complaint concerns any aspect of your employment with the Council, you cannot raise this with an East Renfrewshire Councillor and you must use the Council's grievance procedures instead.

### **4.3 Public statements**

As a citizen, you are entitled to express your views about the Council provided you do not make use of any private information gained through your work with the Council and do not identify yourself as a Council employee. You must remember that, in your work capacity, you cannot criticise the Council through the media nor at a public meeting nor in any written communication with members of the public. It is never acceptable for any form of discussions about customers to take place. You do, of course, have the right to raise genuine concerns. See section 1 for information on whistleblowing.

Social Media is also included in the definition of media in the above so you should familiarise yourself with the contents of the [Social Media policy](#) and ensure you follow it at all times.

#### **4.4 Contact with the Media**

4.4.1 Unless you have been specifically authorised to deal with the media, all media relations, both proactive and reactive, should be conducted through the Communications Team. You must immediately refer all requests for information from the media to a team member and must also inform your own line manager.

4.4.2 The Council's [Social Media policy and Media relations guidelines](#) are in place to protect employees and to ensure that situations which may have legal aspects are correctly handled. You must not make any statement to the media unless you have been specifically authorised to do so.

4.4.3 If you are the spokesperson for a recognised Trade Union, you are entitled to make statements to the media on behalf of your union, but you must make it clear you are speaking for your union and not the Council. If you are the spokesperson for professional bodies or institutes, you are also entitled to make statements to the media on their behalf, but again you must make it clear you are speaking for that body or institute and not the Council.

4.4.4 If you are invited to make statements or submit articles to professional or trade media by reason of your professional status or employment, you should discuss the invitation with the Communications Team for guidance and advice. You should also seek approval from your own line manager.

4.4.5 Advice on media relations is always available from the Communications Manager or a team member. It should be sought in any situation of doubt. In relation to matters of public relations and press releases the Council must comply with the Local Government Act 1986 which prohibits the Council from publishing material which appears to be designed to affect public support for a political party.

#### **5. USE OF COUNCIL EQUIPMENT OR RESOURCES**

5.1 You are responsible for the safe keeping and proper operation of any equipment issued to enable you to undertake your duties and you should take whatever steps are necessary to protect equipment from vandalism, theft, damage, use by unauthorised parties such as family members, etc. This includes all types of equipment from Council vehicles to laptops.

5.2 If you wish to use Council equipment to work at home on Council business or for part of your Council sponsored personal development or study, you should obtain the prior permission of your line manager. (See 5.2 below for agile workers). In such circumstances, you should take care to ensure the security and condition of equipment whilst in your care including not leaving equipment in view and unattended in a vehicle.

5.3 There are a number of policies, procedures and guides that relate to the use of ICT services and Information Security and you should ensure that you are aware of these terms and how they apply to your job. If you work on an agile basis you must ensure you follow the terms of the agile working policy and guidance to ensure the safety of both your equipment and that of the information it holds.

## **6. HOSPITALITY, GIFTS OR INDIVIDUAL SPONSORSHIP**

6.1.1 The Council has produced guidance in relation to gifts, hospitality or individual sponsorship which is contained in the Anti-Fraud, Bribery and Theft Strategy. Generally, you should not accept gifts, hospitality or individual sponsorship from any customer, service user or persons/organisations with whom the Council does business other than a token item which has an estimated value of no more than £25.

6.1.2 Any form of bribery involving employees is unacceptable. Through the Council's policies, including this Code of Conduct and the Anti-Fraud, Bribery and Theft Strategy, it will aim to create an anti-bribery culture. Under the disciplinary procedure therefore, any offence as defined under the Bribery Act 2010, will be viewed as gross misconduct. As well as an internal disciplinary investigation which could lead to sanction up to and including dismissal, this could also lead to a criminal investigation by the police.

6.1.3 The Anti-Fraud, Bribery and Theft Strategy contains the requirement for employees to make an entry in their department probity register regarding the offers of gifts, hospitality or individual sponsorship whether accepted or declined. Where an employee deliberately fails to make an entry in the register or makes an incomplete or inaccurate entry in breach of Council guidance, this will be viewed as misconduct.

### **6.2 Corruption**

Employees must not during the course of their employment with the Council receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything, or for showing favour or disfavour to any person for corrupt purposes. Employees must comply with the Council's Anti-Fraud, Bribery and Theft Strategy.

## **7. IMPLEMENTATION AND REVIEW**

7.1 A copy of this Code will be available on the Council Intranet as are the policies that are highlighted within it. Any employee unable to access the Intranet can obtain a copy of any document through their line manager.

7.2 This Code will be reviewed on an ongoing basis in order to ensure it remains relevant and up to date. The Monitoring Officer will have responsibility for ensuring there is a review of the Code not less than every five years, in consultation with the CMT and Trade Unions. Updates to this Code required by law or through other policy implementation may not require full consultation with the CMT and Trade Unions.

Name of record	Code of Conduct for Employees
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Status	Final
Approved by	Corporate Management Team
Date of publication	This version April 2022

Version	Notes	Author	Date
1.0	Prepared as a result of the adoption by COSLA of the national Code of Conduct for LGE	Director of Central Services	October 2002
2.0	Review	Solicitor to the Council	July 2011
2.2	Amendments to Section 16 & Appendix 3	HR Policy and Employment Law Advisor	August 2012
2.4	Amendments to Appendix 3	HR Policy and Employment Law Advisor	August 2013
2.6	Amendments made due to publication of protocol for Councillor/Officer relations	HR Policy and Employment Law Advisor	March 2018
3.0	Review of content	HR Policy and Employment Law Advisor	August 2019
4.0	Update after retiral of Deputy Chief Executive	Head of HR & Corporate Services	April 2022
5.0	Amendment to remove previous Chief Executive	HR Officer JG	October 2023