



<b>POLICY TITLE</b>	<b>Employee Code of Conduct</b>
<b>POLICY NO</b>	
<b>APPROVAL DATE</b>	25 February 2021
<b>REVIEW DATE</b>	
<b>REPLACES POLICY</b>	New Policy
<b>POLICY AIM</b>	This policy sets out the main conduct standards that are expected of employees.

## **Employee Code of Conduct**

This Code of Conduct is applicable to all employees of Cullompton Town Council.

### **1. Introduction**

- 1.1 This Code of Conduct sets out, in general terms, the standards that are expected of Cullompton Town Council employees; it is complemented by legislation and other Town Council policies such as financial regulations, sickness reporting and health and safety.
- 1.2 Cullompton Town Council employees are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to Councillors and fellow officers with impartiality.
- 1.3 A Cullompton Town Council employee must perform their duties with honesty, integrity, impartiality and must at all times act in accordance with the trust that the public is entitled to place in them.
- 1.4 A Cullompton Town Council employee is accountable to the Council for his / her actions
- 1.5 Cullompton Town Council employees are expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Town Clerk any deficiency in the provision of service.

## **2. Openness and Disclosure of Information**

- 2.1 Cullompton Town Council believes that open administration is best and it will be as open as possible about all the decisions and actions that it takes. The Council welcomes opportunities to share information with the community that it serves.
- 2.2 The law requires that certain types of information must be available to Councillors, auditors, government departments, service users and the public. Cullompton Town Council employees will not prevent another person from gaining access to information to which that person is entitled by law.
- 2.3 Cullompton Town Council employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they knowingly pass it on to others who might use it in such a way.
- 2.4 Information concerning an Officer's or Councillor's private affairs shall not be supplied to any person except where such disclosure is required or sanctioned by law.
- 2.5 Cullompton Town Council employees will not knowingly disclose information given to them in confidence by anyone, or information which they believe to be of a confidential nature, without the consent of a person authorised to give it, unless required by the law to do so.
- 2.6 No Cullompton Town Council employee may take part in any broadcast (sound or vision) or publish an article or otherwise disclose information to the media or on social media which relates to the Council without first obtaining the permission of the Town Clerk. Where an employee has standing authority to publish information as part of their employment with the own Council i.e. they have permanent access to the Town Council's media channels, the Town Clerk's permission is not needed for every post.

## **3. Political Neutrality**

- 3.1 Cullompton Town Council employees serve the Council as whole and must ensure that the individual rights of Councillors are respected.
- 3.2 Where Cullompton Town Council employees are required to provide advice to Councillors (either individuals or groups) the advice must be given in such a way that the political neutrality of the advice giver is not compromised.
- 3.3 Cullompton Town Council employees must follow every lawful expressed policy of the Council and must not allow their personal or political opinions to interfere with their work.

## **4. Relationships and Respect For Others**

- 4.1 Cullompton Town Council is committed to promoting equality of opportunity for all local people and communities, irrespective of gender, ethnic origin, disability, religious belief, sexual orientation, age, or any other protected characteristic or relevant factor.
- 4.2 A Cullompton Town Council employee must treat others with respect and not knowingly discriminate unlawfully against any person.

- 4.3 All Cullompton Town Council employees should ensure that policies relating to equality and diversity issues as agreed by the Council are complied with, in addition to the requirement of the law. All members of the community, Councillors and Officers of the Council have a right to be treated with fairness and equity.
- 4.4 Cullompton Town Council employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to individuals and any groups.
- 4.5 Mutual respect between Officers and Councillors is essential. Close personal familiarity between Cullompton Town Council employees with individual Councillors or other Officers can damage other working relationships and be embarrassing to other employees and Councillors and should therefore be avoided.
- 4.6 All relationships of a business or private nature with external contractors or potential contractors should be made known to the Town Clerk. Orders and contracts should be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives during the tendering process.
- 4.7 Cullompton Town Council employees who engage or supervise contractors or have any other official relationship in a private or domestic capacity with contractors should declare that relationship to the Town Clerk.

## **5. Behaviour**

- 5.1 We must all behave with civility towards others and treat everyone with dignity and respect. Rudeness or abuse of any description cannot be tolerated from or towards other employees, Councillors or members of the public.
- 5.2 If an employee is sufficiently concerned that a member of the public has raised a matter that either the subject and/or the manner in which it has been raised requires a public response from the Town Council they should bring the matter to the attention of the Town Clerk. The principle of Councillors making decisions and being responsible for those decisions will be borne in mind in any public response.
- 5.3 Everyone must do their best to promote the Council, its activities and decisions; criticising the Town Council to the public (including media representatives) must be avoided.
- 5.4 Employees should be particularly conscious of the impact of information posted on the internet e.g. using social media such as facebook and twitter, even when such use is in a personal capacity. Reports of inappropriate activity, comments and statements will be investigated and may lead to disciplinary action being taken and appropriate sanctions, including dismissal, being imposed.
- 5.5 Involvement in activities, which could be construed as being inappropriate to the position of a person working in the public sector will be the subject of discussion with you by your line manager and may lead to disciplinary proceedings.
- 5.6 Confidential information regarding the Council's business must not be disclosed to anybody either during or after the termination of your employment.

- 5.7 All lawful and reasonable instructions from an individual's line-manager and the Town Clerk are to be carried out.

## **6. Appointment and other Employment Matters**

- 6.1 Cullompton Town Council employees involved in making staffing appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship with them either within or outside of the workplace.
- 6.2 Similarly to 5.1 above, employees should not be involved in decisions relating to discipline, promotion or pay adjustments of any employee who is a relative or partner.

NB In this context

- "relative" means a spouse, partner, parent-in-law, son, daughter, step son, step daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece or the spouse or partner of any of the preceding persons.
- "partner" means a member of a couple who live together

## **7. Outside Commitments**

- 7.1 Whilst the Council would prefer that its employees are exclusively employed by the Council, it does realise that such an exclusive contract may not be possible. The Council does however, reserve the right to require that any other employment that is undertaken by its employees does not conflict with either the role or the standards required by the Town Council.
- 7.2 An Cullompton Town Council employee must not have any secondary employment without first obtaining the permission of the Town Clerk.

## **8. Personal Interests (including gifts and hospitality)**

- 8.1 A Cullompton Town Council employee will not use their position improperly to confer advantage or disadvantage on any person.
- 8.2 Cullompton Town Council employees should inform the Town Clerk of any non-financial interests that they consider could bring about a conflict with the Council's interests.
- 8.3 Cullompton Town Council employees must inform the Town Clerk of any financial interests which could conflict with the Council's interests.
- 8.4 Cullompton Town Council employees shall not accept any payment, fee, reward or benefit either direct indirect, of any kind, in connection with their employment, from any person or body other than the Council itself except as provided for in 7.5 and 7.6 below.
- 8.5 Acceptance of any gift and /or hospitality must be approved by the Town Clerk or, if the recipient is to be the Town Clerk the approval of the Finance and Policy Committee must be obtained

- 8.6 Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the Council should be seen to be represented.
- 8.7 All offers of gifts and hospitality, whether accepted or declined, must be recorded by the Town Clerk.
- 8.8 Cullompton Town Council employees should declare to the Town Clerk membership of any organisation not open to the public without formal membership and commitment of allegiance, and which has secrecy about rule, membership or conduct.

## **9. Tender and Contract Processes**

- 9.1 Cullompton Town Council employees must exercise fairness and impartiality when dealing with contractors and suppliers
- 9.2 Cullompton Town Council employees who are privy to confidential information on tenders or costs for either internal or external contractors should not knowingly disclose that information to any unauthorised party or organisation.
- 9.3 Cullompton Town Council employees should ensure that no special favour is shown to current or recent 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.

## **10. Corruption**

- 10.1 It is a serious criminal offence for Cullompton Town Council employees in their official capacity to corruptly receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person.

## **11. Resources**

- 11.1 Cullompton Town Council employees must ensure any public funds entrusted to or handled by them are dealt with in a responsible and lawful manner. They should strive to ensure value for money to the local community and ensure that matters are conducted in accordance with the Town Council's Financial Regulations and Standing Orders.
- 11.2 Cullompton Town Council employees must not make personal use of property of facilities of the Town Council unless authorised by the Town Clerk to do so.

## **12. Standards of Dress and Appearance**

- 12.1 Cullompton Town Council expects employees to observe a standard of personal appearance which is appropriate to the nature of the work undertaken and which portrays a professional approach in which the public can have confidence.

## **13. Alcohol, Drugs and Other Substance Misuse (please also refer to Policy 30 Alcohol and Drugs Policy, Rules and Procedures)**

- 13.1 Cullompton Town Council employees are expected to attend work without being under the influence of alcohol, drugs or other substance or have their work performance adversely impaired by such substances.
- 13.2 Cullompton Town Council employees whose performance or behaviour falls below the acceptable standard or who cause danger or inconvenience as a result of alcohol, drugs or other substance misuse may be the subject of the Council's disciplinary and / or capability procedures.
- 13.3 Cullompton Town Council employees taking prescribed drugs which may have an impact upon their performance or ability to undertake their duties are required to inform the Town Clerk.

#### **14. Criminal Charges**

- 14.1 An Cullompton Town Council employee must inform the Town Clerk if they are charged or convicted of a criminal offence this includes any driving infringements (as even a minor infringement could affect the validity of Town Council insurance)

#### **15. Intellectual Property**

- 15.1 Intellectual property is a generic legal term which refers to the rights and obligations received and granted (including copyright) in relation to, for example, inventions, patents creative writings.
- 15.2 All intellectual property created by an Cullompton Town Council employee during the course of their employment belongs to the Town Council.

#### **16. Breach of The Code**

- 16.1 Breach of this Code of Conduct will be regarded as a disciplinary matter and will be dealt with in accordanc