



OFFICERS' CODE OF CONDUCT

1. Purpose and Scope

The purpose of this policy is to provide clear guidelines to Council employees to help maintain and improve standards, and to protect employees from misunderstanding or criticism. Employees are representatives of the Council and the public will view them as such. Employees' actions can have both positive and negative impacts on how the Council is viewed and employees must therefore behave accordingly.

This Code applies to all employees of the Council and it is the employee's responsibility to comply with the principles.

2. Principles

An employee must:

- a) be mindful of his/her responsibility to the community and ensure courteous, efficient and impartial service to all community groups and individuals. He/she should treat others with respect, fairness and equality in all matters carried out for the Council.
- b) not conduct his/herself in a manner which could reasonably be regarded as bringing the Council into disrepute.
- c) maintain mutual respect between employees, and between employees and Councillors.
- d) not do anything which compromises, or is likely to compromise, the impartiality of members of the Council.
- e) be aware of, and fully understand, the legal and statutory requirements that relate to the Council and work within these frameworks at all times.
- f) disclose any personal or prejudicial interest in matters under discussion by the Council.
- g) never use his/her position in the Council to gain an advantage that is not available to the general public.
- h) not use information obtained in the course of his/her employment for personal gain or benefit, or pass on to others who might use it in this way.
- i) respect all confidential information and not disclose information given in confidence or information acquired which he/she believes to be of a confidential nature, unless required in law to do so. In addition, be mindful of the obligations of the Data Protection Act.
- j) Not accept significant favours or gifts from contractors and outside suppliers. Small items of token value such as pens, diaries, etc. are

permissible, if he/she is satisfied that there is no ulterior motive, and that acceptance would not be misinterpreted by members of the public.

- k) Avoid taking any political stance in Council dealings and ensure that resources are not used for political purposes.
- l) Be open and amenable to any potential change in procedures and systems.
- m) Take all reasonable precautions to ensure that the Council's equipment and other property placed in his/her charge are kept safe and protected from damage.

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