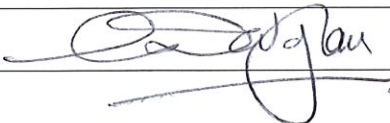


Isle of Wight Council
**EMPLOYEE CODE OF
CONDUCT**
March 2013



**Adopted by Nine Acres Community
Primary School – January 2018**

Approved By:		Mr C Douglass
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Employee Code of Conduct – March 2013

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3. Introduction

Island residents and visitors to the Island are entitled to expect and deserve the highest standards of loyalty, integrity and capability from employees of the Isle of Wight Council. The purpose of this code is to set out in simple terms what these standards are for the benefit of the Council's employees and the Council undertakes to apply it consistently and fairly. It is every employee's responsibility to work in accordance with this Code and managers' responsibility to ensure that the integrity of their staff is beyond reproach and to apply the Code fairly and consistently.

The Code sits alongside all other Council policies and outlines standards for Isle of Wight Council employees, to follow in their day-to-day work. The Code reproduces points of principle which have applied in local government for very many years but it also deals with challenges that employees might well face.

The Code has been prepared with the intention of setting down the basic rules and principles that govern the way Isle of Wight Council employees should work and to build on the National Code of Conduct for Local Government Employees, embracing the Nolan Committee's seven principles of public life which are set out as an appendix to this Code. Obligations resulting from particular legal, operational and service requirements which apply to all Local Authority employees are explained. This Code also explains how employees are expected to deal with conflicts of interest, confidential matters and offers of gifts or hospitality and where necessary examples and explanations have been given but it would be impossible to write down a complete list of what employees can and cannot do. Such a list would be impossible to compile but employees who breach standards not specified in this Code may still be subject to disciplinary action if the breach is in keeping with this Code and the conduct is clearly wrong for a Council employee.

4. Standards

- 4.1. Local Government is justifiably proud of its high standards of official conduct and is concerned that they should be maintained. Employees of the Council have a part to play in ensuring that these high standards continue to be met.
- 4.2. 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 employees with impartiality.
- 4.3. Through agreed procedures and without fear of recrimination, employees are expected to bring to the attention of their immediate supervisor any impropriety or breach of procedure. If for any reason an employee does not feel it is appropriate to express his or her concern to their immediate supervisor, he or she should inform either their Head of Service, the Head of Paid Service, the Monitoring Officer or the Strategic Manager: Procurement and Contract Management. Employees should not feel afraid to express their concerns as these will be treated confidentially and employees will not be penalised in any way.

5. Disclosure of Information and Confidentiality

- 5.1. Employees must not use any information obtained or created in the course of their employment for personal gain or benefit, nor shall they pass it on to others who might use it in such a way. Any inappropriate use of information in this manner is a disciplinary matter and may constitute a criminal offence which would be referred to the police.
- 5.2. The ownership of material that benefits from copyright created during the course of employment will belong to the Isle of Wight Council unless there is an express written agreement to the contrary. Any infringement of material which belongs to the Council will be pursued through the civil or criminal courts.
- 5.3. Employees have a duty not to disclose information obtained in the course of their employment. Unauthorised disclosure is a serious breach of trust between the employee and the Council as employer. Employees that are unsure of what they can or can't do with information that they are processing should seek the advice of their manager or the Corporate Information Unit.
- 5.4. The law requires that certain types of information must be available to elected Members, auditors, government departments, service users and the public. Under the Local Government Act 1972, the public have the right to receive certain information. In most circumstances these rights are related to committee reports and background documents. However certain information within the committee process is not public, including confidential information and information exempted by virtue of schedule 12A of the same Act. Any confidential information or exempted information should only be disclosed where required to do so by law or with consent of the Head of Service or the Corporate Information Unit. In addition the Council is obliged by law and in accordance with its access to information policy to ensure that information is available upon request subject to limited exemptions. Employees must also ensure we provide appropriate access and security of information that the Isle of Wight Council holds. Please refer to the Council's Access to Information Policy and the Data Protection Policy for further guidance.
- 5.5. Only employees authorised to do so as part of their duties and responsibilities may talk to the press or media, or otherwise make public statements on behalf of their Directorate. Generally, an employee contacted by the press or media should inform his or her line manager or if necessary the Head of Service and refer the matter to the Communications Team who will deal with it as appropriate.

6. Political Neutrality and Activity

- 6.1. Employees serve the Council as a whole. It follows, therefore, that they must serve all elected Members, not just elected Members of the controlling Group, and must ensure that the individual rights of all elected Members are respected.
- 6.2. Some senior employees will be expected to advise political groups in an official capacity but they should not do so without the knowledge and consent of their Head of Service.

- 6.3. Employees of the Council are not eligible to stand for office as a member of the Isle of Wight Council. Involvement in Parish Council activities is not precluded provided that an additional employment form is completed, the employee has their line manager's permission and any conflict of interest is declared to the Head of Paid Service. Employees who are in politically restricted posts are prevented from taking part in certain political activities outside their work. Employees who are in this position should have been told of this in writing and of the rules for claiming exemption, but any employee who has any doubt about their position should contact their Head of Service. The political activities which are restricted for these employees mainly cover the following areas:
- 6.3.1. Standing as a candidate for election to the House of Commons, the European Parliament, or a Local Authority (other than a Parish Council).
 - 6.3.2. Holding as a candidate for election to the House of Commons, the European Parliament, or a Local Authority (other than a Parish Council).
 - 6.3.3. Canvassing at an election.
 - 6.3.4. Speaking in public or publishing any written or artistic work which appears to be intended to affect public support for a political party.
- 6.4. If an employee is in any doubt about whether any activity is political activity and covered by these rules they should seek advice from the Monitoring Officer. It is important that all employees are aware of their position in terms of political activity, because any apparent breaking of the statutory rules will be a potential breach of contract and liable to be investigated under the disciplinary procedure.
- 6.5. Employees, whether or not politically restricted, must follow every lawfully expressed policy of the Council and must not allow their own personal or political feelings to interfere with their work.

7. Relationships

- 7.1. **Elected Members**
All staff should ensure that they comply with the Protocol for Member Officer Relations and the Council's Constitution. Some employees are required to give advice to elected Members as part of their job. Mutual respect between employees and elected Members is essential to good Local Government but close personal familiarity between employees and individual elected Members which goes beyond mere acquaintance can damage the relationship, prove embarrassing to other elected Members and employees and should therefore be avoided.
- 7.2. **The Local Community and Service Users**
Employees should always remember their responsibility to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within the community.
- 7.3. **Contractors**
All relationships with contractors or potential contractors must be made known to the appropriate manager. Orders and contracts must be awarded on merit, by fair competition and no favouritism should be shown to businesses run by, for example, friends, partners or relatives. If employees have such interest they must not be involved in any way in placing orders or awarding any work.

Employees who engage or supervise contractors, or who have an official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity, must declare that relationship in writing to the appropriate manager. Staff should ensure they comply with the Council's Register of Personal Interests.

8. Appointment and Other Employment Matters

- 8.1. Employees involved in appointments must 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 work. In order to avoid any possible accusation of bias, employees must not be involved in an appointment where they are related to an applicant, or have a personal relationship outside work with them. Similarly, employees must not canvass on behalf of any applicant.
- 8.2. Employees must not line manage nor be involved in decisions related to appointment, discipline, grievance, capability, promotion or pay adjustments for any other employee who is a close associate – this includes family member or friend. A family member could include:
- Husband / Wife / Partner
 - Son / Daughter
 - Parent
 - Sibling
 - In – laws
 - Aunt / Uncle
 - Niece / Nephew
 - Cousin
 - Step-relations
 - Grandparents
- 8.3. All staff must ensure that any work carried out outside of their role in the Council, whether it is paid, unpaid or voluntary is declared through the Additional Employment form which can be found in the Additional Employment Policy.

9. Outside Commitments and Personal / Business Interests

- 9.1. Employees must ensure that they have read and comply with the Council's Register of Personal Interests. Staff must declare their membership or personal relationship involving any organisation including those not open to the public without formal membership and commitment of allegiance and which has secrecy about its rules for membership or conduct.

10. Equality Issues

- 10.1. Employees have an obligation to ensure that policies relating to equality issues as agreed by the Council are complied with in conjunction with the requirement of the law. All members of the local community, customers and other employees, have a right to be treated with fairness, dignity, and equity.

11. Separation of Roles during Tendering

- 11.1. Employees should comply with the Council's Procurement Code and be clear on the separation of client and contractor roles within the Council. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.
- 11.2. Employees in contractor or provider units must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors and must not show any favouritism.
- 11.3. Employees who are privy to confidential information on tenders or costs for either internal or external contractors must not disclose that information to any unauthorised party or organisation.

12. Corruption

- 12.1. It is, potentially, unlawful for an employee to receive any reward or fee other than the pay and benefits that he or she is entitled to under their contract of employment. It is a criminal offence for an employee to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in their official capacity. All staff should ensure compliance with the Council's Counter Fraud and Corruption strategy.

13. Use of Financial Resources

- 13.1. Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner, and in accordance with the Council's Financial Procedure Rules and Anti-Money Laundering Policy.

14. Gifts and Hospitality

- 14.1. All Council staff must read and comply with the Council's Register of Gifts and Hospitality.

15. Sponsorship by Giving and Receiving

- 15.1. Where an outside organisation wishes to sponsor or is sought to sponsor a Local Government activity, whether by invitation, tender, negotiation or voluntary, basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 15.2. Where the Council wishes to sponsor an event or service, neither an employee or any partner, spouse or relative must benefit from such sponsorship without there being full disclosure to the employee's Head of Service of any such interests. Similarly, where the Council, through sponsorship, grant aid, financial or other means, gives support in the community, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

16. Related Documents

<ul style="list-style-type: none"> Sustainable Community Strategy - Eco-Island 	www.eco-island.org.uk
<ul style="list-style-type: none"> Corporate Plan 	www.iwight.com/council/documents
<ul style="list-style-type: none"> Safeguarding Adults Policy and Procedures Sections 1, 2, and 3 	http://wightnet.iow.gov.uk/documentlibrary/view/safeguarding-adults-policy-and-procedures-section-1-of-3 http://wightnet.iow.gov.uk/documentlibrary/view/safeguarding-adults-policy-and-procedures-section-2-of-3 http://wightnet.iow.gov.uk/documentlibrary/view/safeguarding-adults-policy-and-procedures-section-3-of-3
<ul style="list-style-type: none"> Local Safeguarding Children Boards 	www.4lscb.org.uk
<ul style="list-style-type: none"> Data Protection Policy 	http://wightnet.iow.gov.uk/documentlibrary/view/data-protection-policy
<ul style="list-style-type: none"> Access to Information Policy 	http://wightnet.iow.gov.uk/documentlibrary/view/access-to-information-policy
<ul style="list-style-type: none"> Anti-Money Laundering Policy 	http://wightnet.iow.gov.uk/documentlibrary/view/anti-money-laundering-policy
<ul style="list-style-type: none"> Additional Employment Policy 	http://wightnet.iow.gov.uk/documentlibrary/view/additional-employment-policy
<ul style="list-style-type: none"> Register of Employees Personal Interests 	http://wightnet.iow.gov.uk/documentlibrary/view/register-of-employees-personal-interests
<ul style="list-style-type: none"> Procurement and Contract Code 	http://wightnet2000.iow.gov.uk/directorates/corporate_services/procurement section/Policies Procedures and Rules/procurem.asp
<ul style="list-style-type: none"> Disciplinary Policy 	http://wightnet.iow.gov.uk/documentlibrary/view/disciplinary-procedure-incl-school-based-staff
<ul style="list-style-type: none"> ICT Electronic Communications 	http://wightnet.iow.gov.uk/documentlibrary/view/ict-electronic-communications-policy
<ul style="list-style-type: none"> Equality Policy Statement and Guidance 	http://wightnet.iow.gov.uk/documentlibrary/view/equality-policy-statement-practice-guidelines

17. Appendix 1 – Nolan Committee on Standards in Public Life

These principles apply to all aspects of public life.

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.