

# Hascombe Parish Council

## CODE OF CONDUCT GUIDE FOR STAFF

The primary aim of the Code of Conduct is to lay down clear guidelines to help ensure the maintenance and improvement of standards and to protect officers from misunderstanding or criticism.

Officers are representatives of the Council and therefore must act accordingly whilst at work. An Officer must:-

1. Not conduct yourself in a manner which could reasonably be regarded as bringing the Council into disrepute.
2. Treat others with respect, fairness and equity.
3. Not discriminate unlawfully against any person.
4. Not disclose information given to you in confidence by anyone, or information acquired which you believe is of a confidential nature unless you are required by law to do so. In addition, you need to be aware that the Data Protection Act and associated registrations place obligations on officers with regard to confidentiality.
5. Not use information obtained in the course of your employment for personal gain or benefit, nor should you pass it on to others who might use it in such a way.
6. Not supply to any person outside of Hascombe Parish Council any information that you learn as a consequence of your work about the private affairs of another member of staff unless you have the permission of the person concerned. You should exercise caution if speaking to Hascombe Parish Council colleagues about the private affairs of other colleagues and be aware of the potential impact of the things that you say.
7. Act within the authority's requirements.
8. Ensure that resources are not used for political purposes.
9. Disclose any personal or prejudicial interest which may be perceived by a member of the public to give advantage or disadvantage to that officer.
10. Not do anything which compromises, or which is likely to compromise the impartiality of Members of the Council.
11. Maintain mutual respect between officers and members.
12. Remember your responsibility to the community you serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community.
13. All creative designs, writings, drawings etc. produced by you in the course of your duties belong to Hascombe Parish Council.
14. Should you have any interests that could be perceived by others as being in conflict with the Authority's interests this must be notified to the Clerk and the details written in the Register of Officer Interest.

15. You must ensure that you use public funds entrusted to you in a responsible and lawful manner. You should strive to ensure value for money to the local community and to avoid legal challenge to the Authority.
16. You must take all reasonable precautions to ensure that the Council's equipment and other property that is placed in your charge is kept safe and is protected from damage.
17. You must be aware that it is a serious criminal offence for you to receive, corruptly, 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. Under the Prevention of Corruption Act 1916, if an allegation is made against you in this connection, it is for you to demonstrate that any such rewards have not been obtained corruptly.
18. You should only accept offers of hospitality if there is a genuine need to impart information or represent the Local Authority in the community. You should not accept significant personal gifts from contractors and outside suppliers, although you may keep insignificant items of token value such as pens, diaries, etc. when you are satisfied that there is no ulterior motive associated with the offer of the gift and where acceptance gives no danger of misinterpretation by a member of the public.

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