



**CORPORATE PERSONNEL POLICY AND GUIDANCE  
PEOPLE AND DEVELOPMENT**

# **Code of Conduct for Employees**

February 2017

## CONTENTS

<b>Section</b>	<b>Page</b>
Introduction and consequences of breaching the Code	3
Scope and status of the code	3
General principles	4
Equality	5
Standards	5
Relationships	6
Disclosure of information and information security	8
Intellectual property	9
Electronic communication	10
Personal interests and outside commitments	10
Political neutrality	11
Employment matters	12
Financial responsibilities	13
Hospitality and gifts	14
Health, safety and wellbeing	16
Whistleblowing/Complaints	16

# CODE OF CONDUCT FOR EMPLOYEES

## 1. INTRODUCTION

- 1.1 The general public including service users are entitled to expect the highest standards of conduct from all employees who work for local government.
- 1.2 The Code of Conduct for Employees sets out how you should respond to issues that commonly arise during your employment and seeks to protect you from accusations of bias, undue influence or impropriety.
- 1.3 The aim of the Code is to enhance and maintain the integrity (real and perceived) of local government and for this purpose the Code demands very high standards of personal conduct.
- 1.4 The Code of Conduct and all related policies and documents referred to are available for information on the sharepoint under Ask HR/Personnel Manual, or through your line manager  
<http://sharepoint/Resources/peopleanddevelopment/PersonnelManual/Forms/AllItems.aspx>
- 1.5 The Code of Conduct for Employees has been agreed between the Council and the relevant trade unions and is incorporated into contracts of employment. The Local Government Act 2000 provided a new statutory framework to govern the conduct of members and employees of relevant authorities. Under the Act, the Secretary of State can issue a statutory Employee Code of Conduct, which will become part of an employee's terms and conditions of employment. Where a provision in a statutory Employee Code of Conduct conflicts with this the statutory provision will prevail.

### Consequences of breaching the code

- 1.6 The Council expects the highest standard of personal conduct from you. If you breach the Code of Conduct the Council's agreed Disciplinary Procedure may be invoked, depending on the circumstances.
- 1.7 Serious breaches of this Code may lead to you being dismissed from the Council.

## 2 SCOPE AND STATUS OF THE CODE

- 2.1 The Code covers all employees under a contract of employment at the Council.
- 2.2 The Code is incorporated into your contract of employment and any breaches will be dealt with under the agreed Disciplinary Procedure where appropriate. For the avoidance of doubt, if unclear about any requirement or obligation under the Code of Conduct for Employees, you should seek advice from your line manager.

- 2.3 The Council is committed to conduct of the highest standard so that public confidence in its integrity is maintained. Therefore, the Council expects all those who provide services on its behalf to follow the Code of Conduct.
- 2.4 It is also expected that those providing services to and on behalf of the Council, for example, contractors, will follow the spirit of this Code in their dealings with the public who use the Council's services. This will be backed by contractual provisions where appropriate. Casual and agency staff must follow the Code as if they were employed by the Council on a permanent basis.

### **3. GENERAL PRINCIPLES**

- 3.1 The authority is committed to supporting you by setting out your job role and the expectations on you, as well as ensuring that there is a fair and timely evaluation of performance, including feedback by your line manager.
- 3.2 The aims and values of the Council are at the heart of your contract of employment and all work must be undertaken in accordance with these values. The Council's Core Values can be found on sharepoint in the TEAM Behaviour Framework on the following link  
<http://sharepoint/Resources/peopleanddevelopment/Learninganddevelopment/The Burnley Way Behaviour Framework.pdf>
- 3.3 **You must follow the fundamental principles listed below:**
- **Honesty, Integrity, Impartiality and Objectivity** – You must perform your duties with honesty, integrity, impartiality and objectivity.
  - **Accountability** – You must be accountable to the Council for your actions.
  - **Respect for Others** – You must treat others with dignity and respect, not discriminate unlawfully against any person and treat members and co-opted members of the Council professionally.
  - **Stewardship** – You must use any public funds entrusted to or handled by you in a responsible and lawful manner and not make personal use of property or facilities of the Council unless authorised to do so.
  - **Personal Interests** – You must not in your official or personal capacity allow your personal interests to conflict with the Council's requirements or use your position improperly to confer an advantage or disadvantage on any person.
  - **Declaration of Interests** – you must comply with any requirements of the Council to declare interests and hospitality, benefits or gifts received as a consequence of your employment.

- 3.4 You must not, either in an official capacity or in any other circumstance, conduct yourself in a manner which could reasonably be regarded as bringing the Council into disrepute.
- 3.5 You must declare any personal interests or circumstances which may conflict with the Council's interests and/or undermine public confidence in the integrity of the Council.
- 3.6 The Council positively encourages you to participate in public duties and to be involved in voluntary and community work. You must be mindful of the provisions of this Code and the impact that outside commitments can have on your employment with the Council.
- 3.7 You must co-operate with any checking process where posts are identified as requiring disclosure of criminal convictions, particularly where the position is identified as involving a degree of risk or where there is a legal requirement to do so.
- 3.8 If you have access to Council assets, which includes property, buildings, cash, equipment, information and other assets, you must take responsibility for the security of such assets and ensure assets are managed securely and protected against accidental loss or damage, unnecessary risk, and unauthorised use.

## **4 EQUALITY**

- 4.1 You must ensure that the Council's Equality Policy is followed. The Council seeks to ensure that all members of the local community, customers and colleagues are treated with fairness and equity and receive no less favourable treatment for reasons related to the protected characteristics covered by the Equality Act. These are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

You should undertake your duties in a way that promotes these objectives.

- 4.2 You must be professional in your behaviour towards colleagues and treat each other with mutual dignity and respect. You must not through actions, words or behaviour undermine the dignity and respect or cause others to think less or be disrespectful of any individual or group.
- 4.3 If you are subject to discrimination or harassment at work, this should be reported to your line manager at the earliest opportunity.

## **5 STANDARDS**

- 5.1 In carrying out your duties, you must act with professionalism. You must follow the Council's Customer Service Charter at all times.

- 5.2 You have a duty to ensure that these standards are applied in relation to the following issues:
- dealing with telephone enquiries;
  - dealing with written and electronic enquiries;
  - dealing with face to face enquiries;
  - name badges and identification;
  - customer complaints.

More information on the Council's Customer Service Charter standards is available on sharepoint

<http://sharepoint/communityservices/performanceandpolicy/ServiceImprovement>

### 5.3 Standard of Dress and Appearance

- 5.3.1 First impressions count and if you are inappropriately dressed, then at best it presents an obstacle to be overcome in the minds of members of the public. At worst it can create the view that the Council is inefficient. There is therefore a general expectation that dress will be appropriate to the nature of your duties and responsibilities.
- 5.3.2 The Council values and welcomes the ethnic diversity of its workforce and therefore ethnic or religious dress requirements must be viewed with sensitivity to ensuring that you are free to observe them.
- 5.3.3 Where there are clear business, service or health and safety reasons, individual service specific requirements will enable service units to introduce an appropriate dress code to suit the services they provide and to meet the expectations of the public. Where such local codes are established and communicated, you will be expected to meet the service standards set. Personal Protective Equipment must be worn where it is appropriate to do so, or if directed by the line manager or the strategic health and safety consultant. Uniforms must be worn where required and provided.

## 6 **RELATIONSHIPS**

### 6.1 Members of the Council

- 6.1.1 Members have a key role to play in the governance and management of the Council. They decide which policies the Council should pursue, ensure that they are carried out and monitor services provided to ensure that they are delivered in the most efficient and effective way. As ward members, they are able to offer their expertise on how decisions may affect their wards and provide their constituents' views, concerns and aspirations relating to the work of the Council. In carrying out their role, Members must maintain the highest standards of conduct and ethics. Both elected Members and co-opted Members of the Council are subject to rules set out in the *Code of Conduct for Members* which governs the standards of behaviour expected of them. The *Code of Conduct for Members* can be found in part 5 of the Council's Constitution published on the Council's website.

6.1.2 Members and Officers are servants of the public and indispensable to one another. It is important therefore that your relationship is conducted with mutual respect and courtesy and that neither party seeks to take unfair advantage of their position or seeks to exert undue influence on the other party. The Council has adopted Protocols that govern the Member/Officer relationship. These can be found in Part 5 of the Council's Constitution published on the Council's website.

6.1.3 Close personal familiarity between you and individual Members should therefore be avoided as this can damage the working relationship and cause embarrassment for your colleagues, other Members and the public.

6.1.4 Where either you or Members feel that they have not been treated with courtesy or respect by the other party, they are entitled to raise the matter with either the Monitoring Officer, Chief Operating Officer or the Chief Executive.

## 6.2 Customers

6.2.1 Your responsibility is to the community you serve and you should at all times ensure courteous, respectful, efficient and impartial service delivery to all groups and individuals within that community, as defined by the policies of the Council.

6.2.2 You should avoid unnecessary personal familiarity with customers that you come in contact with in the course of your work and should not use your position to either take unfair advantage of members of the public who use Council's services or allow yourself to be unduly influenced by customers. Your professional integrity must be maintained at all times.

## 6.3 Managers and You

6.3.1 If you have a managerial or supervisory role you have a responsibility for the performance of your staff. Employees at all levels can expect to be directed in their work and held accountable for their performance, by their manager.

## 6.4 Contractors

6.4.1 All Council orders and contracts must be awarded to deliver value for money for the Council through a fair and transparent procurement process.

6.4.2 In connection with the procurement of works, goods or services, you must not seek or receive any gift or personal inducement.

6.4.3 If you are involved in the engagement or supervision of a contractor or potential contractor with whom you have/have had a relationship, either of a business, domestic or private nature, you must declare this to the appropriate manager.

6.4.4 You must not invite bids from any individual or organisation with whom you have a family, personal or financial relationship.

## 6.5 Other employees

6.5.1 You must treat each other with mutual respect and dignity in the workplace. Additionally, you must take care to ensure that you do not through actions, words or behaviour do anything to undermine the respect and dignity or cause others to think less or be disrespectful of any individual/group.

6.5.2 Through the Dignity at Work Policy and Procedure, you must strive to create a working environment where harassment and bullying are eradicated and diversity is embraced.

## 6.6 The Press and the Media

6.6.1 Subject to paragraph 6.6.2, you should not, in the normal course of events, deal direct with the Press or the Media. Certain posts have specific duties which relate to the Press or Media.

6.6.2 If canvassed by the Press in the course of your work, you must seek advice and express authorisation from your Head of Service and the communications team before providing any article, publication or interview on matters connected with Council business.

6.6.3 Heads of Service have specific responsibilities in relation to dealing with the Media and Press. Any decisions on press releases, quotes, or photo opportunities regarding your service area must be made by them in consultation with the communications team and, as appropriate, one or more of the Chief Executive, Chief Operating Officer, Leader and Executive Member. Special arrangements apply during pre-election periods and specific guidance is issued each year before elections to Heads of Service.

6.6.4 You should not, in the ordinary course of events, submit articles or comments to publications, websites or blogs where the purpose is to pass comment on a Council policy or operations without express authorisation from your Head of Service.

6.6.5 In your personal use of social media, you should act in line with the current social media policy. Your online / social media activity should be consistent with the code of conduct for employees. You should ensure that your posts are consistent with your professional duties and contractual obligations. If reposting information about the council, it is important always to keep to the key purposes of our communications work: to promote our good reputation and to promote our services.



## **7 DISCLOSURE OF INFORMATION AND INFORMATION SECURITY**

- 7.1 The Council is committed to the principle of open government and recognises the role of information rights legislation in promoting increased transparency and participation in the Council's decision making processes.
- 7.2 The Council proactively publishes a considerable amount of information and makes other information publicly available under the provisions of information rights legislation.
- 7.3 You must ensure the Council's information assets are managed securely and protected against accidental loss, damage and unauthorised disclosure.
- 7.4 People-related, confidential and other commercially sensitive information must only be disclosed lawfully and with appropriate authorisation.
- 7.5 You must not prevent another person from gaining access to information to which that person is entitled by law.
- 7.6 You must not disclose any of the following information:
  - (a) personal data about an individual, including employees, protected by the Data Protection Act 1998.
  - (b) information given in confidence where there is a legitimate expectation that confidentiality will be respected.
  - (c) commercially sensitive information about the Council and/or any third party, or
  - (d) confidential or exempt proceedings in Council, Executive or Committee meetings and any reports or other documents connected with them.
- 7.7 Paragraph 7.6 does not limit your rights under the Council's Whistleblowing Policy.  
  
<http://sharepoint/CEO/Democracy/Constitution/Part%205.2%20Code%20of%20Conduct%20Appendix%20Whistleblowing%20Policy%20Feb%202017.doc>
- 7.8 You must not use any information obtained in the course of your employment for personal gain or benefit; nor should you share it with others who might use it in such a way.

## **8 INTELLECTUAL PROPERTY**

- 8.1 The Council owns and will retain its rights to ownership of all intellectual property (in materials such as literature, artwork, computer programs, inventions) created by you:

- in the course of your normal duties of employment with the Council, and/or
  - in the course of duties specially assigned to the employee, and/or
  - using Council resources without special payment or arrangement with the Council - unless a written agreement to the contrary has been made between the Council and you.
- 8.2 You are not entitled to use, sell or otherwise exploit the rights to any such intellectual property without written permission from the Council. Any such infringement may also be a criminal offence.
- 8.3 The Council's ownership of intellectual property rights made during your employment shall continue after termination of your contract of employment.

## **9 ELECTRONIC COMMUNICATIONS**

- 9.1 You must ensure that you follow the Council's Information Security Policy in relation to the use and storage of computers and the proper management of electronic information.  
<http://sharepoint/communityservices/customerandIT/IT/Policy/Forms/AllItems.aspx>
- 9.2 Electronic communication systems such as "iPhones" or "iPads" (any portable communication device), telephones, e-mail and the internet must be used in compliance with existing policies and procedures governing their use.  
<http://sharepoint/communityservices/customerandIT/IT/Policy/Forms/AllItems.aspx>
- 9.3 The use of the Internet and e-mail is governed by the Internet Acceptable Use Policy and the E-mail Policy. Access to e-mail facilities is provided to you in order to facilitate Council business. Personal external e-mail use is only permitted through Internet based e-mail providers. Access for personal use must be conducted in your own time.  
<http://sharepoint/communityservices/customerandIT/IT/Policy/Forms/AllItems.aspx>
- 9.4 All electronic communication must comply with the Council's Equality and Dignity at Work policies and objectives which are available in the Personnel Manual <http://sharepoint/Resources/peopleanddevelopment/PersonnelManual>

## **10 PERSONAL INTERESTS AND OUTSIDE COMMITMENTS**

- 10.1 You should not subordinate your duty to your private interests or put yourself in a position where duty and private interests conflict.
- 10.2 In particular, if it comes to your knowledge that a contract in which you have a financial interest has been or is proposed to be, entered into by the Council it is a statutory requirement that you give notice, in writing, to the Chief Operating Officer of the fact of that interest. Such financial interests will include the interests of your spouse or civil partner (Local Government Act 1972). The Council will expect you to follow these

requirements in respect of all immediate family members and in relation to non-financial interests.

- 10.3 Accordingly, you must declare, in writing, to your line manager any financial or non-financial interests which could conflict with the Council's interests at the point the conflict of interest becomes apparent. This could include membership of outside bodies in a personal capacity and in such cases, you must be mindful not to place yourself in a situation where your involvement or contribution could directly or indirectly compromise your continuing professional duty to the interests and values of the Council.
- 10.4 If you hold a politically restricted post or are graded at SCP 31 or above, you must complete the Register of Officers' Interests on appointment. Your Register entry must be renewed and updated annually or updated within 28 days of a change in circumstances. The Register is maintained by the Monitoring Officer in accordance with the Council's Constitution. Whilst home address details must be recorded if that property is in the Borough, a home address will not be disclosed in response to an inspection request, without the consent of the employee.
- 10.5 If you have been appointed by the Council to another body, you must comply with this Code of Conduct except where it conflicts with any other legal obligation to which that other body may be subject.
- 10.6 You have a duty to ensure that any outside work undertaken does not impact adversely on your employment with the Council and that all work undertaken, when aggregated, does not exceed the limits on maximum number of hours to be worked per week as set out in the EU Working Time Directive, unless you have opted out. You should seek the advice of your line manager in these cases.
- 10.7 The use of Council tools, equipment, premises and facilities e.g. telephones, photocopying materials, computers (both hardware/software) etc. is forbidden for the carrying out of private work or general personal use, unless expressly permitted by written policy of the Council.
- 10.8 Where you are a consumer of Council services, for example, as a claimant of benefits, user of leisure services, etc. the Council expects you to conduct yourself with the highest standard of probity and behaviour.

## **11 POLITICAL NEUTRALITY**

- 11.1 You serve the whole of the Council and not just the political group in power. The only exception to this are Political Assistants appointed in accordance with s9 of the Local Government and Housing Act 1989.

- 11.2 The individual rights of all Members must be respected. On occasions senior officers may be requested to advise or brief political groups. You must make the Chief Executive or the Chief Operating Officer aware of that fact, through your Head of Service, and seek advice to ensure that you do this in ways which do not compromise your political neutrality. Further guidance is available on sharepoint in the Constitution of the Council, Part 5, paragraph 5.3  
<http://sharepoint/CEO/Democracy/SitePages/Home.aspx>
- 11.3 If you hold a politically restricted post, certain restrictions on political activity are incorporated by statute into your contract of employment and must be complied with.
- 11.4 Irrespective of whether or not you hold a politically restricted post, you must follow every lawfully expressed policy of the Council.
- 11.5 Political, Professional and Trade Union Activity
- 11.5.1 Subject to the rules on politically restricted posts, you should ensure that your right to engage in political or professional activities does not result in an actual or perceived conflict of interest with your official duties with the Council. You should ensure that you are able, and are seen to be able, to remain unbiased in the performance of those duties.
- 11.5.2 You serve the Council as a whole and in carrying out your work you must be politically neutral, ensuring that individual rights of all elected Members are respected. You should not attend meetings of political groups unless specifically authorised by the Chief Executive or Chief Operation Officer. Such neutrality does not mean that you cannot be a member of a political party.
- 11.5.3 However, political activity is discouraged e.g. canvassing, because it undermines the ethos of the political neutrality of local government officers and confidence in the service.
- 11.5.4 If you are a member of a profession, you are expected to uphold the standards of performance and conduct set by the relevant professional association and this Code of Conduct. However, it is noted that there can be exceptions to this where there is legislative authority to do so. If you believe a conflict exists between your official role and the standards of your profession, you must raise your concerns with your line manager.
- 11.5.5 Branch officials and workplace representatives of a trade union should ensure that when they make public comment, it is clear that comment is made on behalf of the union they represent and not the Council.

## **12 EMPLOYMENT MATTERS**

- 12.1 If you are involved in the recruitment process, you must ensure that all appointments are made on merit. It is unlawful for an employee to make

an appointment which is based upon anything other than the ability of the candidate to undertake the duties of the post.

12.2 To avoid any possible accusation of bias, you must not be involved in the recruitment process where you are related to an applicant or have a close personal relationship with that person, outside the workplace. In all such circumstances, a declaration of interest must be made to the Head of People and Development.

12.3 Similarly, you must not be involved in decisions relating to promotion or terms and conditions including pay for any other employee who is a relative, partner, or close personal friend, etc. In those cases, a declaration of interest must be made to the Head of People and Development.

### **13 FINANCIAL RESPONSIBILITIES**

13.1 The Council's Financial Procedure Rules and Standing Orders for Contracts safeguard the Council's assets and use of resources. You must ensure that you are familiar with these Rules and comply with them when using financial resources, e.g. when placing orders for goods and services. The Financial Procedure Rules and Standing Orders for Contracts are available in the Councils constitution document and can be viewed at <http://sharepoint/CEO/Democracy/sitepages/Constitution>

13.2 You have a duty to use public funds in a responsible and lawful manner and in undertaking your duties you should strive for value for money for the local community and should try to avoid legal challenge to the Council.

#### **13.3 Procurement**

13.3.1 The tendering process must be a fair and transparent procurement process. If you are involved in this process you must understand your role. If you have both a client and a contractor responsibility, you must demonstrate openness in your work and be accountable under each responsibility.

13.3.2 If you are in a contractor or client unit, you must exercise fairness and impartiality when dealing with all customers, suppliers, contractors and sub-contractors. If you are privy to confidential information on tenders or costs for either internal or external contractors, you should not disclose that information to any unauthorised party or organisation.

13.3.3 When awarding contracts, you must have no involvement with external contractors or potential contractors, who employ, in a senior or relevant managerial capacity, your partner, close relatives or associates.

#### **13.4 Corruption**

- 13.4.1 The procedures by which the Council selects developers or consultants for schemes and for the supply of goods and services is set out in the Council's Financial Procedure Rules and Contract Standing Orders. These are available on sharepoint and can be viewed at <http://sharepoint/CEO/Democracy/sitepages/Constitution>
- 13.4.2 You must follow these procedures and should be aware that it is a serious criminal offence if you 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 your official capacity.
- 13.4.3 If you have a financial interest in a contract you must register that interest (see paras 10.2 and 10.3).

### 13.5 Financial Propriety

- 13.5.1 Whilst your personal finances should remain private, you must ensure that where you have a financial relationship with the Council, outside your contract of employment that these affairs are conducted with honesty and integrity.
- 13.5.2 In all personal financial dealings with the Council, you must not deliberately evade any debts owed to the Council or seek to obtain monies from the Council to which you are not legally entitled. Financial dealings may include payments relating to Council Tax, benefits, fines, compensation, etc.
- 13.5.3 If you breach these requirements, you may be subject to disciplinary action, which may include summary dismissal where appropriate.

## 14 **HOSPITALITY AND GIFTS**

- 14.1 As a general rule, offers of hospitality and/or gifts should be declined. However, it is acknowledged that you may, as part of your duties and responsibilities, be called upon to represent the Council for example at:
- functions within the community;
  - meetings/visits with outside bodies;
  - meetings/negotiations with contractors;
  - conferences/courses where hospitality or gifts may be offered.

Before attending any of the above, you should establish the purpose of the event, be able to justify your attendance and identify an outcome/benefit to the Council.

### 14.2 Hospitality

- 14.2.1 You should only accept offers of hospitality if there is a genuine need to represent the Council. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community, where the Council should be seen to be represented or it is necessary to promote the interests of the Council, its citizens or the local economy. You may also accompany members of the Executive, or the

Mayor to functions or events to provide necessary support and expertise, provided always that the Member's attendance is consistent with their obligations under the Code of Conduct for Members.

14.2.2 If you attend such functions, you must obtain prior authority to do so. Authorisation for staff at Grade 14 and below must be obtained from a Head of Service, a Head of Service from the Chief Operating Officer or Chief Executive and the Chief Operating Officer from the Chief Executive. The Chief Executive is permitted to self-certify acceptance, although must seek the advice of either the Section 151 Officer or the Monitoring Officer before doing so. In all cases the Register of Gifts and Hospitality must be completed and signed off (by authorisation or certification in accordance with the above) on each occasion and **before** the hospitality event takes place. Refusals of gifts or hospitality must also be recorded in the Register.

14.2.3 When hospitality is declined, the offer should be courteously but firmly refused and the organiser informed of the procedures and standards operating within the Council.

14.2.4 When receiving authorised hospitality, you should be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality.

14.2.5 Hospitality, where it is incidental, is acceptable in the following circumstances:

- through attendance at relevant conferences and courses:
- where it is clear that it is corporate rather than personal:
- where the Council is satisfied that any procurement decisions are not compromised

### 14.3 Gifts

14.3.1 You must not accept gifts from customers, contractors or outside suppliers. Generally though, you may accept insignificant items of token value such as pens, diaries, mouse mats, badges, scarves, ties etc. but you should seek the consent of your line manager before accepting any gift. Acceptance or refusal must be recorded in the Gifts & Hospitality Register. Additionally, you must not accept any money or financial benefit offered by customers under any circumstances.

### 14.4 Sponsorship

14.4.1 The standards relating to hospitality and gifts apply equally to situations where an organisation sponsors or wishes to sponsor a Council activity.

14.4.2 In circumstances where the Council wishes to sponsor an event or service, you must be aware that neither you, nor your partner, spouse, friend or relative must directly benefit from such sponsorship without there being full disclosure to an appropriate manager of any such interest.

14.4.3 Similarly, where the Council, through sponsorship, grant aid, financial or other means, gives support in the community, you should ensure that impartial advice is given and that there is no conflict of interests involved.

#### 14.5 Managers' (Specific) Responsibilities

14.5.1 Heads of Service and the Management Team, must maintain a Register of gifts and hospitality.

14.5.2 Attendance at any of the above events should be authorised and recorded. In order to avoid jeopardising the integrity of any subsequent purchasing decisions, managers should ensure that the costs involved in such visits are met by the Council.

14.5.3 Acceptance of any gifts (other than items of token value such as pens, diaries, mouse mats, badges, scarves, ties etc. which are distributed to all attendees at conferences/courses) should be authorised and recorded in the Register by a Head of Service, Chief Operating Officer or the Chief Executive.

14.5.4 Where you are given permission to attend functions as outlined above, the line manager must keep a written record in the Register of the authorisation together with the reason(s) for allowing it.

### **15 Health Safety & Wellbeing**

15.1 You have a personal and legal responsibility under the Health and Safety at Work Act 1974 for yourself, colleagues and visitors to the Council's buildings and premises. You are required to comply with the Council's Health & Safety Policy (available on the sharepoint).

15.2 Working Safely - Any activity that presents a significant risk to the health, safety or well-being to you or other person must have been subject to a written risk assessment.

### **16 WHISTLEBLOWING/COMPLAINTS**

16.1 Where you become aware of any deficiency in service provision, impropriety, fraud, customer abuse, breach of procedure or maladministration, you have a duty to report this to the appropriate level of management.

16.2 If you become aware of activities that you believe to be illegal, improper, unethical or inconsistent with this Code, you must report the matter in accordance with the Council's Whistleblowing Policy. This is available on sharepoint and can be viewed at

<http://sharepoint/CEO/Democracy/Constitution/Part%205.2%20Code%20of%20Conduct%20Appendix%20Whistleblowing%20Policy%20Feb%202017.doc>



16.3 Complaints from non-employees or members of the public who use Council services in relation to the Code of Conduct for Employees will be dealt with through the Council's Complaints Procedure.

Personnel Manual/Section 1/Code of Conduct/February 2017  
DW/HB

## WHY YOU MUST READ OUR CODE OF CONDUCT

Burnley Council expects every employee to behave in a highly professional manner. That's why you need to read and understand the Code of Conduct, because it outlines the standards we expect from you while you are in work.

Once you have read the Code of Conduct you need to confirm that you have done so. Please complete the details below. If there are parts of the Code that you do not understand, ask your line manager to explain it.

I have read and understood the Burnley Council Code of Conduct for employees

*Name:* \_\_\_\_\_

*Service Unit:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Once you have completed and signed this sheet, please pass it to People & Development.*

*Thank you*