



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 must therefore act accordingly whilst at work.

The public will view employees as representatives of the Council. Therefore, employees' actions impact on how the Council as a whole is viewed and actions can have both positive and negative impacts on the Council.

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

2. Principles

- a. Do not conduct yourself in a manner which could reasonably be regarded as bringing the Council into disrepute.
- b. Be mindful of your responsibility to the community and ensure courteous, efficient and impartial service to all community groups and individuals. Treat others with respect, fairness and equality in all matters carried out for the Council.
- c. Maintain mutual respect between employees and members.
- d. Do not do anything which compromises, or which is likely to compromise, the impartiality of members of the Council.
- e. Be aware and fully understand the legal or 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 the position in the Council to gain an advantage that is not available to the general public. Do not use information obtained in the course of your employment for personal gain or benefit or pass onto others who might use in this way.
- h. Respect all confidential information and do not disclose information given in confidence or information acquired which you believe 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.

- i. Do not accept significant favours or gifts from contractor's and outside suppliers. Small items of token value, such as pens, diaries, etc, are permissible if you are satisfied that there is no ulterior motive, and that acceptance would not be misinterpreted by a member of public.
- j. Avoid taking any political stance in Council dealings and ensure that resources are not used for political purposes.
- k. Be open and amenable to any potential change in procedures and systems.
- l. It should be reported to council if it could be considered by residents that a Council employee and their family may benefit from grants, donations, sponsorship or the engagement of contractors.
- m. All reasonable precautions should be taken to ensure that the Council's equipment and other property that is placed in your charge are kept safe and protected from damage.

Policy Adopted: 18th July 2023

Approved by: Full Council

Superseded Document: Employees Code of Conduct, First adopted June 2017

Bi-annual Review