



## **CODE OF CONDUCT POLICY**

### **1. INTRODUCTION**

Syston Town Council is responsible for providing an integrated, safe, high quality and efficient system of work. To achieve this Syston Town Council expects the highest standards of conduct, performance and integrity from its employees.

Employees are expected to behave in a way that reflects well on Syston Town Council working at all times within the law and strictly according to Syston Town Council policies, procedures and regulations.

This policy outlines the minimum standards required and any additional standards will be contained in other Syston Town Council policies. Any breach of this policy could lead to disciplinary action.

This policy applies to all staff including consultants, agency, temporary workers and any other third party working on Syston Town Council premises or on behalf of Syston Town Council. The company has a duty to ensure all staff are made aware of this policy.

### **2. POLICY**

This policy covers the following standards;

#### **General Conduct**

Employees must be aware of and comply with their employment contract and all Syston Town Council policies, working procedures and safety instructions relevant to their job.

Employees should always follow the reasonable instructions of their manager to the best of their ability and managers should deal with their employees reasonably and fairly.

#### **Personal Conduct**

Employees are expected to:

- Always behave with a high standard of integrity in business and commercial relationships;
- Inform their manager if there are any criminal convictions against them arising during their employment by Syston Town Council;

- Be aware of and comply with all Syston Town Council employment policies, be conscious of Syston Town Council's reputation at all times, and be mindful of the impact of their behaviour and appearance;
- Employees should treat everyone with whom they come into contact at work with courtesy and respect;
- All contact with sources such as external providers, contractors and suppliers should be in a polite and helpful manner;
- Employees should not engage in any other business activity, or hold any other appointment that adversely affects their working day or conflicts in any way the duties required by their contract of employment;
- Employees must not steal or wilfully damage anything that belongs to Syston Town Council. Taking property or equipment home for work purposes must be agreed in advance with the employee's manager;
- Any property or equipment that an employee has been authorised to borrow must be returned as soon as it is wanted and immediately if leaving Syston Town Council's employment;
- Employees must not copy Syston Town Council software or electronic data for their own use. All software must be run within the terms of its licence;
- Private software (including games) must not be used on Syston Town Council computers that connect to Syston Town Council network;
- Syston Town Council e-mail facilities may be used for personal reasons not related to Syston Town Council business, provided that the message content is not of an offensive nature and the number of messages sent is kept to a reasonable minimum;
- All telephone, email and internet use and fax calls may be monitored at any time. Any employee abusing these facilities could be subject to disciplinary action. Incoming and outgoing personal calls should be kept to a reasonable minimum.

### **3. RESPONSIBILITIES**

- All employees must be aware of the Code of Conduct as the minimum standards of behaviour expected by Syston Town Council;
- Managers must act fairly, quickly and decisively when an act of misconduct takes place;
- Managers must respond positively and in a timely fashion to inquiries relating to issues raised in this Code of Conduct.

### **4. SUMMARY**

All employees are required to meet these standards, and failure to do so may result in disciplinary action. The standards are not intended as a definitive guide covering every aspect of conduct, as Syston Town Council has attempted to keep such rules to a minimum to demonstrate trust and confidence in employees. For some specific groups of employees, additional codes of conduct may apply to some aspects of their work, in which they will be made aware of by their manager.

### **5. MONITORING**

This policy will be regularly monitored to ensure that it is working in practice and is updated when appropriate.

### **Equality Impact Assessment**

We need to understand whether our services are meeting everyone's needs and that everyone who needs them has access to those services. We have developed an Equality Impact Assessment process for the assessment of any new or significantly changed policies, practices, procedures, functions and services.

Undertaking Equality Impact Assessments enables us to take action to prevent direct and indirect discrimination by ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

Our ultimate aim is to improve our services. By making sure we have considered the potential impacts of a policy, strategy or plan at an early stage potential barriers or problems can be avoided and actions put in place these it can be fully incorporated into any decisions and not just a 'bolt-on' at the end. Working in this way helps us to integrate and mainstream equalities into our work. Likewise, when reviewing the effectiveness and performance of our services, we can use this procedure to identify equality issues and opportunities as an integral part of our review.