<u>**For publication**</u>

Code of Conduct Policy

Meeting: Employment and General Committee

Date: 5 March 2018

Report by: Human Resources Manager

1.0   Purpose of Report

To provide information regarding the introduction of a revised Code of Conduct Policy and to recommend for approval the new Code of Conduct Policy.

2.0   Background

The code of conduct policy dates back to 2004 required and required updating to reflect numerous changes in the workplace in accordance with employment law, ACAS guidelines and best practice.

The code of conduct describes minimum expected standards that protect the integrity of both employees and the council; underpinning the code of conduct is a set of values that are vital to the council's success. The values help us to maintain and improve how we work with each other, our partners and customers.

This code of conduct forms part of every employee's contract of employment and all employees should read and understand this code. The code of conduct translates the values into

standards and behaviours which employees are required to demonstrate whilst performing their duties. It also provides safeguards for employees and gives them mechanisms by which they are able to provide a professional service of which they and the council can be proud, whilst creating a respectful and positive working environment. The code of conduct provides clear guidance to ensure that employees are aware of their responsibilities in relation to conduct and behaviour and the consequences of failing to observe those responsibilities

3.0   Proposed Procedure

The revised policy can be found at Appendix A.

A full Equality Impact Assessment has been completed and is attached at appendix B.

4.0   Employer – Trade Union Committee

The proposed policy was submitted to the Employer trade union Committee on 14 February 2018 and was endorsed for submission to Employment and General Committee.

5.0   Recommendations

That the new Code of Conduct Policy be approved.

For further information on this report, contact Kate Harley.