



Employee Code of Conduct Management Policy

Policy Owner	People & Capability Manager		
Adopted by	Senior Leadership Team		
Description of policy	To ensure compliance with employees' general obligation to give satisfactory service, respect the rights of the public and colleagues, and refrain from conduct that might lead to conflicts of interest or integrity.		
Keywords	Conduct, Code, Conflict of Interests, Gifts, Influence, Neutrality		
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Objectives

The Code of Conduct outlines Council expectations regarding staff behaviour and conduct in all interactions with colleagues, contractors and the overall community. It is the expectation of Council that all employee's shall follow this Code of Conduct and will act ethically, fairly and with integrity to represent the best interest of Council at all times.

The Code of Conduct applies to all Council workers and staff, including temporary and casual employees, and contractors.

Policy statement

Guiding Principles

All Council workers and staff shall conduct themselves in accordance with the following guiding principles. These principles establish the obligations expected of workers in their relationship with the public, the Council, the Chief Executive and colleagues in the execution and performance of their duties.

Professional, ethical and fair	<p>This includes:</p> <ul style="list-style-type: none"> Ensuring decisions and actions are guided by integrity, honesty, transparency, openness, independence, good faith, service to customers and the public, and in accordance with the Local Government Act 2002.
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	<ul style="list-style-type: none"> ▪ Following Council policies and procedures. ▪ Being professional, responsive and honest in all dealings with Council and the community. ▪ Acting lawfully and ethically in the best interests of Council and the community. ▪ Personally working to make local government services accessible and effective by delivering the highest possible standards of service to all customers. . ▪ Ensuring personal hygiene, habits and dress meet the standard required for the job being performed and do not cause offence to others. ▪ Consulting with the community in accordance with statutory requirements and best practice. ▪ Ensuring you do not withhold relevant information from Council, nor seek to obstruct or delay a decision, nor attempt nor undermine or improperly influence Council policy.
<p>Responsible, accountable and trustworthy</p>	<p>This includes:</p> <ul style="list-style-type: none"> • Obeying all lawful and reasonable employer instructions and working as directed within the terms of the employment agreement. • Using Council’s resources carefully with no misappropriation, only for intended purposes and not for personal gain. • Not removing Council property from the workplace without proper authorisation. • Treating information with care, using it only for proper purposes and never disclosing it without proper authority. • Declining gifts or benefits that place us under any obligation or perceived influence; and using discretion and sensitivity when arranging or approving gifts to ensure appropriateness to the situation. • Ensuring decisions are made with the appropriate level of delegated authority. • Having proper authorisation for any leave of absence. • Complying with all Health & Safety legislation. • Considering the safety of others and the safety and security of Council property/resources. • Notifying the appropriate manager of any other special health circumstances, which may affect your ability to perform the required duties.

Impartial	<p>This includes:</p> <ul style="list-style-type: none"> ▪ Maintaining the political neutrality required to enable us to work with current and future councils and community boards. ▪ Remaining impartial and without political bias. ▪ Ensuring decisions and actions are procedurally fair and free from bias, partiality or a predetermined outcome. ▪ Ensuring our actions are not affected by our personal beliefs, interests or relationships. ▪ Supporting our organisation to provide robust and unbiased advice. ▪ Disclosing personal interests that could conflict with those of Council. ▪ Not undertaking any other employment, or be involved in any other business or voluntary organisation which has or is likely to have an adverse effect on role responsibilities, or could lead to a conflict of interest.
Treating others with respect	<p>This includes:</p> <ul style="list-style-type: none"> ▪ Ensuring that language and behaviour are not threatening, offensive, abusive, harassing or bullying. ▪ Resolving difficulties between work colleagues in a positive manner. ▪ Protecting the privacy of individuals and maintaining confidentiality. ▪ Valuing and accepting diversity and treating all people with equity, fairness and respect.
Children’s Act 2014	<p>This includes:</p> <ul style="list-style-type: none"> ▪ Employees working with children are subject to checks under the Children’s Act 2014 and to suspension/termination if they commit a “specified offence”.

Conflict of Interest

Any staff member that believes their role duties and functions may involve matters in which either a private, family or business connection, or personal, financial or other circumstance may affect their responsibilities to Council must notify their Manager before taking any action in respect of that matter.

Additionally, all workers and staff are expected to declare any other employment, affiliations, or voluntary roles to their line Manager as soon as possible, to ensure no conflict of interest arises and to mitigate any risk to Council.



Bribery and Corruption

Council has a zero tolerance approach to bribery and corruption. No individual shall, either directly or indirectly:

- Offer, promise, or provide; or
- Seek, accept, request or agree to receive a financial or other advantage from a customer, supplier or any other third party with the intention of inducing or rewarding them to secure an improper business benefit.

All Council workers are encouraged to seek advice and / or raise concerns about any issue or suspicion of bribery or corruption to either their line Manager or a member of the People and Capability Team at the earliest possible stage. All reports will be treated in confidence and fully investigated; Council workers will not be disadvantaged in any way for raising concerns.

Use of Knowledge and Influence

Council workers shall ensure that the use of knowledge, information and influence gained during the course of their duties is beyond reproach, open to the closest scrutiny and complies with legislation, including but not limited to the Privacy Act 1993 and the Local Government Official Information and Meetings Act 1987.

Drugs and Alcohol

Workers shall not consume alcohol on Council premises except for official or other functions as authorised by a Group Manager.

Any staff member that is believed to be under the influence of, or impaired by, alcohol or drugs that adversely affects their work performance, the safety of the worker or of others, and / or puts at risk the Council's reputation; shall be considered for suspension and may face disciplinary investigation procedures.

Personal Comment

Council workers have the same rights of free speech and independence in the conduct of private affairs as other members of the public. However they also have a duty not to compromise Council by public criticism of, or comments on, policies with which they have been professionally involved or associated.

Council workers shall:

- Make it clear that comments being expressed are personal and do not represent Council policy in circumstances where a staff member is likely to be identified as Council staff, and where it could be perceived that their response is an official Council response.
- Ensure that any contribution to public debate or discussion on policy matters maintains the discretion and neutrality appropriate to their position.

Public Statement

Only staff members authorised by the Chief Executive and Group Managers may make statements on behalf of Council. If a staff member is contacted by the media but is not authorised to make statements, they should refer the reporter to the Communications team.

Breaches of this Code of Conduct

Breaches of the Code of Conduct shall be treated seriously and may result in disciplinary action, up to and including summary dismissal, as detailed in the Disciplinary Policy.

All workers who believe that the expected standards of conduct or integrity are being contravened should bring it to the attention of their manager or a People & Capability team representative. If the matter potentially constitutes serious wrongdoing, refer to the Protected Disclosures Policy.

Definitions

Bribery: Giving or receiving, whether directly or indirectly, of something of value to influence a transaction (Ministry of Justice). A bribe may require someone to take a particular action, such as award a contract or permit, or to turn a blind eye to something that should not be happening.

Corruption: The abuse or misuse of entrusted power for private gain.

Measurement and review

This policy shall be reviewed every three years.