

Staff Code of Conduct

1. Introduction

This code applies to employed staff working under the direction and control of the Chief Executive of the Elected Local Policing Body (the Office of the Police and Crime Commissioner in Devon and Cornwall).

This Code forms part of the terms and conditions of employment of employees. A breach of this Code shall be dealt with in accordance with the disciplinary procedure applying to employees of the Police and Crime Commissioner.

This Code does not apply to staff employed by or under the direction and control of the Chief Constable.

2. Honesty, Integrity, Impartiality and Objectivity

An employee must perform his or her duties with honesty, integrity, impartiality and objectivity

3. Accountability

An employee must be accountable to the Elected Local Policing Body for his / her actions.

4. Respect for Others

An employee must:-

- a) treat others with respect
- b) not discriminate unlawfully against any person: and
- c) treat the Police and Crime commissioner and the Deputy Chief and Crime Commissioner(s) professionally.

5. Stewardship

An employee must:

- a) use any public funds entrusted to or handled by him or her in a responsible and lawful manner; and
- b) not make personal use of property, vehicles or other facilities of the Elected Local Policing Body unless authorised to do so.

6. Personal Interests

An employee must not in his or her official or personal capacity:-

- a) Allow his or her personal interests to conflict with the requirements and interests of the Elected Local Policing Body.

- b) Use his or her position improperly to confer an advantage or disadvantage on any person

7. Registration of Interests

An employee must comply with the requirements of the Elected Local Policing Body:-

- a) to register or declare interests; and
- b) to declare hospitality, benefits or gifts received as a consequence of his or her employment.

8. Appointment and Employment Matters

An employee involved in appointments or decisions relating to discipline, promotion or grading should not be involved when related to an applicant/employee, or has a close personal relationship outside of work with him / her.

9. Whistleblowing procedures

- 1) In the event that an employee becomes aware of activities which the employee reasonably believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employees rights under the Public Interest Disclosure Act 1998, and/or with the Elected Local Policing Body's confidential reporting procedure or any other procedure designed for this purpose.
- 2) An employee must not treat another employee of the Elected Local Policing Body less favourably than other employees by reason that the other employee has done, intends to do, or is suspected of doing anything under or by reference to any procedure that the Elected Local Policing Body has for reporting such matters as referred to above.

10. Equality

An employee must comply with the policies of the Elected Local Policing Body relating to equality issues, in addition to the requirements of the law.

11. Openness

An employee must: -

- a) not disclose information given to him or her in confidence by anyone, or information acquired which he or she believes is of a confidential nature, without the consent of a person authorised to give it, or unless he or she is required by law to do so; and
- b) not prevent another person from gaining access to information to which that person is entitled by law.

12. Duty of trust

An employee must at all times act in accordance with the trust that the public is entitled to place in him or her.

13. Complaints

Any complaint that an employee may have breached this Code of Conduct shall be made to the Chief Executive of the Elected Local Policing Body or as otherwise permitted by law. Any complaint in relation to the Chief Executive shall be made to the Police and Crime Commissioner or as otherwise permitted by law.

26 October 2012