

Code of Conduct for Employees



Code of Conduct for Employees

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Code of Conduct for Employees

1. Purpose and Scope

The public are entitled to expect the highest standards of conduct from Park Authority staff. This document sets out the Code of Conduct for you (employees of the Park Authority). It is designed to reflect the statutory Code of Conduct for Board members and to ensure that probity and high ethical standards apply throughout the organisation. All references to “You” refer to all employees of the Park Authority.

2. Duties and Responsibilities

2.1 You should familiarise yourself with the contents of this policy and ensure that you act in accordance with the principles it sets out.

2.2 You have a duty to:

- Discharge public functions reasonably and according to the law.
- Recognise ethical standards governing particular professions.

2.3 The Chief Executive as Accountable Officer has overall responsibility for propriety in a broad sense, including conduct and discipline. We are committed to achieving the highest possible standards of integrity, openness, probity and accountability in public life.

3. Accountability

3.1 You should be aware of:

- Your accountability to the Park Authority Board through the Chief Executive
- The respective roles of the Sponsor Hub as set out in our Framework Document which will replace the Management Statement/Financial Memorandum September 2010. The Minister responsible for the Park Authority is ultimately accountable to the Parliament for its independence, effectiveness and efficiency

3.2 The Park Authority Board has responsibilities as an employer which are set out within their own Code of Conduct.

3.3 You should ensure that you act with integrity, impartiality and honesty. You should not deceive or knowingly mislead management, the Board, the Scottish Government, Ministers, the Parliament or the public.

4. Conflicts of Interest

4.1 You shall not be directly or indirectly engaged or concerned in the conduct of any other business which is or could be in conflict with or inconsistent with the interests

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of the Park Authority (except as a representative of the Authority or with the consent in writing of the Chief Executive).

- 4.2 You should not misuse your official position or information acquired in your official duties to further your private interests or those of others. Key members of staff, such as the Chief Executive, the Directors, managers of large contracts, and staff working on contracts, should ensure that any possible interests are identified at an early stage and that appropriate action is taken to resolve them.

5. Integrity

- 5.1 You should not use your official position to receive, agree, accept or attempt to obtain any payment or other consideration for doing, not doing, showing favour, or disfavour, to any person, company or organisation.
- 5.2 You should not receive benefits of any kind from a third party which might reasonably be seen to compromise your personal judgement and integrity. Under the Bribery Act 2010, we as employees of a public body may be required to prove that the receipt of payment or other consideration from someone seeming to obtain a contract is not corrupt.

6. Personal Appearance

You are expected to observe a standard of personal appearance which is appropriate to the nature of work undertaken, follows operational requirements and which portrays a professional approach which the public will have confidence in. Employees are expected to observe a high standard of cleanliness and personal hygiene.

7. Relations with the public

Where you are required to deal with the affairs of the public you should do so sympathetically, efficiently, promptly and without bias or maladministration. As employees of a public body you should offer the public the highest standards of conduct and service.

8. Resources

You should endeavour to ensure the proper, economical, effective and efficient use of resources.

9. Use of Social Media

We recognise that you may make use of social media in a personal capacity, while not acting on behalf of the Park Authority. When doing so you must be aware that you can

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damage the organisation with comments that you make, therefore any communications you make in a personal capacity through social media must not:

- bring the Park Authority into disrepute, for example by:
 - criticising or arguing with customers, colleagues or partner organisations;
 - making defamatory comments about individuals, other organisations or groups;
 - posting images that are inappropriate or links to inappropriate content;
 - breaching confidentiality;
 - discussing the internal workings or future business plans that have not been communicated to the public;
 - doing anything that could be considered discriminatory against, or bullying or harassment of, any individual;
 - using social media to bully another individual.

10. Confidentiality

You owe a general duty of confidentiality to the Park Authority under common law. You are therefore required to protect official information held in confidence. As a Park Authority employee you are within the jurisdiction of the Parliamentary Ombudsman and should, therefore, act in accordance with the Code of Practice on access to Government Information.

11. Staff Concerns about Improper Conduct

If you believe you are being required to act in a way which:

- Is illegal, improper, or unethical
- Is in breach of a professional code
- May involve possible maladministration, fraud or misuse of public funds
- Is otherwise inconsistent with this Code

You should in the first instance raise the issue with your line manager, if you feel you are unable to do this then raise the issue with either a member of the HR or Executive team, further guidance can be found within the Whistleblowing Policy.

12. After Leaving Employment

When you leave the Park Authority you should continue to observe our duty of confidentiality as describe in paragraph 10.

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13. Related policies

Whistleblowing policy
Discipline Policy
Staff Register of Interest
Anti-Fraud and Corruption Policy (as updated to Fraud, Bribery and Corruption Policy)

14. Equality and Diversity Impact statement

An equality and diversity impact assessment was carried out and no discriminatory effects were identified for any particular group within the workforce. This will be monitored on an ongoing basis.

15. Best value

Following review of this policy I am content that it fulfils the best value guidance provided, this policy ensures best value, the particular areas covered are, vision and leadership, and Governance and Accountability.

16. Monitor and Review

This policy will be reviewed to ensure it is fit for purpose and is up to date with any legislative changes or within three years, whichever is the earliest.

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Document Control Sheet

APPENDIX A

Prepared By	Claire Ferguson
Date Effective From	12 th December 2017.
Review Frequency	On a regular basis
Contact	Claire Ferguson, HR Adviser

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Approvals: This document requires the following signed approvals.

Name/Title	Date	Version
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