



# **Perth and Kinross Council**

## **Employee Code of Conduct**

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## 1. Introduction

The purpose of the [Employee Code of Conduct](#) is to provide a clear framework for all Perth & Kinross Council employees, working for Perth and Kinross Council means you provide services that make a difference to the lives of individuals, families, and our local communities. As a public service worker, you have additional responsibilities due to public accountability and statutory obligations. The public expects and deserves a high standard of conduct from you and all local government employees.





The Council has high aspirations for our communities and relies on you, our employee to deliver the best possible services and value for money. Our local communities expect you to be committed and dedicated; to be creative and innovative in service design and delivery; to embrace new ways of working and work collaboratively with others to achieve common goals.

The [Employee Code of Conduct](#) encourages you to work in this way and sets out clear and helpful advice on the standards expected from you as an employee.

To support the code, there is a framework of policies, procedures, standards, and guidance on a range of topics which provides information on your rights, responsibilities and values and behaviour at work. It does not affect the rights and responsibilities you have outside of work.

## 2. Expectations






The [Employee Code of Conduct](#) reminds you to ensure that when carrying your duties that you must at all times:

-  Be **Open** and **Honest**
-  Be **Objective** and act with **Integrity**
-  Be **Selfless** and treat others with **Respect**
-  Be **Leaders** and be **Accountable** for your actions

## 3. The Standards of Public Life

The standards set out in this document are consistent with the [Councillors Code of Conduct](#) and the Values and [Standards of Public Life](#) included within the Nolan Committee Report 1996.

## 4. My Responsibilities

-  I understand I am required to meet any code of practice or professional standards that are relevant to my job
-  I understand that I am expected to embrace and promote the standard set out within the [Employee Code of Conduct](#)
-  I will act with integrity, trust, respect, openness and be transparent
-  I will put customers first, be a team player and build effective relationships
-  I will treat others with dignity, value diversity, promote fairness and equality of opportunity

- ✚ I understand I will be impartial and will not let any private interests or personal relationships influence my decisions or actions.
- ✚ I will not use my position to further my own interest not to further the interests of others inappropriately
- ✚ I will lead by example to promote the culture of pride in working for a high performing Council
- ✚ I will comply with all legislative requirement and to take all reasonable actions to protect the Council's interests
- ✚ I will value everyone's contributions and celebrate success.
- ✚ I will be engaged, involved and supportive through change; be open to new ways of working and offer my own idea for change.
- ✚ I will promote wellbeing within a healthy and safe workplace
- ✚ I understand that I serve the public and have a duty to provide value for money when using Council equipment, materials and resources and will return all Council property when I leave the organisation
- ✚ I will maintain the confidentiality of Council information. I understand I will adhere to guidance on when and how, I access information, which is restricted and when this should be disclosed
- ✚ I will take the time to understand how my role and that of my team contributes to the corporate objectives, I will adopt a 'can do' approach, continually try to improve my performance, learn from my mistakes, and actively participate in my own development
- ✚ I will ensure that my conduct in and out of work does not bring the council into disrepute
- ✚ I understand that I must take care not to publicly criticise the Council in my working life, except in accordance with the [Public Interest Disclosure Act 1998](#). I understand that only designated employees and trade union officials are authorised to speak to the media
- ✚ I understand that I must take care not to publicly criticise the Council in my private life, including the use of social media. However, I may express my views as a Perth & Kinross resident in response to public consultations
- ✚ I recognise that I have the capacity to influence people with my behaviour, to achieve a common goal
- ✚ I understand that I must notify my Executive Director or Head of Service as soon as is practicable if I have been convicted of a criminal offence, being investigate for, or have been charged with a criminal offence that will affect my work, or working relationship with the Council
- ✚ I will notify my Executive Director of Head of Service as soon as is practicable if I become involved in a civil dispute that could affect my work or working relationships with the Council
- ✚ I will fulfil my duty to make any payments due to the Council in good time, including Council Tax and inform my line manger or the Council's Chief Accountant by emailing [CHXFinance@pkc.gov.uk](mailto:CHXFinance@pkc.gov.uk) immediately if for any reason this does not happen
- ✚ I will serve the Council and all Councillors, regardless of my own political outlook
- ✚ I will read the other documentation referred to in conjunction with the [Employee Code of Conduct](#)

**I understand that the Employee Code of Conduct is designed to support me in my role and failure to adhere to the code could result in disciplinary action.**

Revised : March 2022

Certified : 20 April 2022

## 5. Council Policies, Procedures, Standards and Guidance

The key policies, procedures, standards and guidance which are relevant to the **Employee Code of Conduct** are shown below and will be updated as and when required.

You and your line manager are responsible for ensuring that you familiarise yourself with the Code and updated on any changes to the key policies, procedures, standards and guidance relevant to your role.

Equally, it is your responsibility to ensure you understand your responsibilities under the Code and if you have any questions about the Code or the implications of the key policies, procedures, standards and guidance, you should discuss these with your line manager in the first instance.

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|  <a href="#"><u>Achieving and Maintaining Standards Policy (excludes Teachers)</u></a> |  <a href="#"><u>Health and Wellbeing Framework</u></a>  |
|  <a href="#"><u>Arrestment Guidance</u></a>  |  <a href="#"><u>Information Security Policy and Standards</u></a>                                       |
|  <a href="#"><u>Communications Security Policy</u></a>                                 |  <a href="#"><u>Occupational Health and Safety Policy</u></a>   |
|  <a href="#"><u>Conflict of Interest/Private Interest</u></a>                         |  <a href="#"><u>Other Work Policy</u></a>   |
|  <a href="#"><u>Contract Rules</u></a>   |  <a href="#"><u>Political Neutrality Guidelines</u></a>   |
|  <a href="#"><u>Corporate Equalities Policy</u></a>                                  |  <a href="#"><u>Procedure for Employees to Report Concerns (Whistleblowing)</u></a>                   |
|  <a href="#"><u>Corporate and Service Operational Financial Regulations</u></a>      |  <a href="#"><u>Protocol for Member/Officer Relations</u></a>   |
|  <a href="#"><u>Data Protection Policy</u></a>                                       |  <a href="#"><u>Protocol for Relations between Councillors and Employees in Scottish Councils</u></a> |
|  <a href="#"><u>Disciplinary Procedure (for Teachers)</u></a>                        |  <a href="#"><u>Protocol for Joint Working – Third Sector and Council</u></a>                         |
|  <a href="#"><u>Fraud and Corruption Policy</u></a>                                  |  <a href="#"><u>Recruitment and Selection Policy</u></a>  |
|  <a href="#"><u>Freedom of Information (Scotland) Act 2002</u></a>                   |  <a href="#"><u>Social Media Guidelines</u></a>   |
|  <a href="#"><u>Gifts and hospitality Policies and Procedures</u></a>                |  |

The Council's policies, procedures, standards and guidance are available on the Council's website, [under Employment Information](#). School based employees may also access these via GLOW, the Scottish Schools intranet.

Alternatively, if you are unable to access the website or have any queries about the contents of the policies, you should contact the Human Resources via email at [hr@pkc.gov.uk](mailto:hr@pkc.gov.uk)