

## **Summary of Employee Code of Conduct**

As a member of Stevenage Borough Council (SBC) staff, this is what the Council expects from you:

- SBC trusts you to always do your best, to manage the resources entrusted to you to the best of your ability, whether that is time, money or physical assets. If you abuse this trust, the Council will take all necessary steps to protect itself, including disciplinary action where necessary.
- Remember that wherever you are, including virtually and on social media, you represent the Council. Your actions, your appearance and anything you say, must not discredit the Council in any way.
- You should treat all colleagues, members and the Council's clients and tenants with dignity, respecting the differences that are in our community. You must not discriminate against anyone because of who, or what they are.
- You are the Council's eyes and ears for the safeguarding and protection of children, young persons and vulnerable adults. If you come across anything of concern, make sure you report it.
- You must not use your official position for your advantage or for your friends and family. If you have a personal interest in one of the Council's activities, you must declare it.
- You must not breach the professional boundaries set for your service area.
- Be careful when accepting gifts or rewards as this may be considered a bribe. All gifts must be declared. If in doubt about any offer you receive, check with your manager.
- Together with the Council, you have a personal responsibility for your health and safety. You must not do anything at work that endangers you or your colleagues or the general public.
- The Council has a zero tolerance policy for consuming alcohol and drugs at work. Disciplinary action may follow if you abuse this or if you are in an incapacitated state at work.
- Whatever your role is in the Council, you should act with integrity, honesty, impartiality and objectivity. If you come across anything that you believe to be illegal, fraudulent or improper, report it. You can use the Whistleblowing Procedure if you wish to protect your identity.

**Check the Intranet for the full details of the Employee Code of Conduct.**