



## **WELLAND & DEEPINGS INTERNAL DRAINAGE BOARD**

### **EMPLOYEES CODE OF CONDUCT**

#### **1. INTRODUCTION**

The Board's Code of Conduct is set out below. It covers the main standards of behaviour the Board requires from employees and includes the Board Rules which employees need to follow.

The Board's Rules and the examples of misconduct are not exhaustive. All employees are under a duty to comply with the standards of behaviour and performance required by the Board and to behave in a reasonable manner at all times.

A breach of the Board's rules may result in disciplinary action. A single instance of gross misconduct may result in dismissal without notice. Examples of misconduct, which the Board normally regards as gross misconduct are included in the Board Rules (2.11).

#### **2. BOARD RULES**

##### **2.1 Attendance and Timekeeping**

Employees are required to:

- (a) Comply with the rules relating to notification of absence, i.e. inform the supervising officer no later than 7 a.m. if unable to attend work on that day.
- (b) Arrive at work promptly, ready to start work at their contracted starting times.
- (c) Remain at work until their contracted finishing times.

Employees must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times.

The Board reserves the right not to pay employees in respect of working time lost because of poor timekeeping.

**Persistent poor timekeeping may result in disciplinary action.**

##### **2.2 Standards and Conduct**

Employees are required to:

- (a) Behave in a way that does not constitute unlawful discrimination.

## **2.2 Standards and Conduct (continued)**

- (b) Comply with all reasonable management instructions.
- (c) Comply with the Board's operating policies and procedures.
- (d) Co-operate fully with their colleagues and with management.
- (e) Maintain satisfactory standards of performance at work.
- (f) Ensure that any queries received from the media are referred immediately to management. Employees must not attempt to deal with queries themselves.
- (g) Ensure the maintenance of acceptable standards of politeness.
- (h) Take all necessary steps to safeguard the Board's public image and preserve positive relationships with:
  - (i) Local Authorities
  - (ii) Members of the public
  - (iii) Other associates
  - (iv) Other Boards
  - (v) Ratepayers of the District

## **2.3 Flexibility**

Employees may be required:

- (a) From time to time to undertake duties outside their normal job remit.
- (b) From time to time to work at locations other than their normal place of work.
- (c) To work additional hours at short notice, in accordance with the needs of the Service.

## **2.4 Confidentiality**

Employees are required to keep confidential, both during their employment and at any time after its termination, all information gained in the course of their employment about the Board's business, members, colleagues or ratepayers, except as required by law or in the proper course of their duties.

Employees are not permitted to engage in any activity outside their employment with the Board, which could be reasonably be interpreted as competing with the Board.

## **2.5 Work Clothing and Personal Protective Equipment**

Employees are required to:

- (a) Wear the appropriate clothing for the role in which they are employed.
- (b) Wear or use any personal protective equipment as instructed by and supplied by the Board.

## **2.6 Health and Safety**

### **2.6.1 General**

Employees are required to:

- (a) Report all accidents, however small, as soon as possible.
- (b) Make an entry in the Board's Accident Book of all accidents, however small.
- (c) Observe the Board's health and safety procedures.
- (d) Ensure that safety equipment and clothing are always used in accordance with the Board's health and safety procedures.
- (e) Gain an understanding of the Board's health and safety procedures.

### **2.6.2 On Site Rules**

Employees working on site are required to:

- (a) Follow any site-specific rules.
- (b) Wear any protective masks, safety shoes and other clothing required on site at all times during their working hours.

### **2.6.3 Smoking**

In order to comply with the Smokefree Law (1<sup>st</sup> July 2017), employees **must not** smoke (or allow any non-employees to smoke):

- (a) In any of the Board's buildings or sites.
- (b) In any of the Board's vehicles.

## **2.7 Property and Equipment**

Employees must not without permission of the Chief Executive:

- (a) Make use of the Board's telephone, fax, postal or other services unless on authorised Board's business.
- (b) Remove Board or site property or equipment from Board or site premises unless for use on authorised Board business.

On termination of their employment, employees must return **all** Board property, such as keys, laptops, mobile telephones, vehicles, identity cards, documents or any other items belong to the Board. This list is not exhaustive.

Where an employee damages property belonging to the Board, either through misuse or carelessness, the Board reserves the right to make a deduction from the employee's pay in respect of the damaged property.

## **2.8 Personal Property**

Personal possessions on Board premises are the sole responsibility of employees who should ensure that their personal possessions are kept in a safe place at all times.

## **2.9 Environment**

In order to provide a cost-effective service, employees are requested to:

- (a) Handle all materials with care.
- (b) Switch off equipment when it is not in use.
- (c) Use the Board's equipment, materials and services wisely.
- (d) Try to reduce wastage and the subsequent impact on the environment by ensuring that they close windows, avoid using unnecessary lighting or heating or leaving taps running.

## **2.10 Changes in Personal Details**

To ensure the prompt payment of monies due to employees and to ensure the Board is able to contact employees (or designated persons) in case of an emergency, employees must notify the Board as soon as possible of any change of:

- (a) Name.
- (b) Address.
- (c) Marital status.
- (d) Next of kin.
- (e) Telephone and mobile number.
- (f) Bank account (which effects where monies to employees from the Board are received).

This will help the Board to maintain accurate personal details in compliance with the Data Protection Act 1998.

## **2.11 Gross Misconduct**

Examples of behaviour which the Board treats as gross misconduct are set out below. Such behaviour may result in dismissal without notice. This list is not exhaustive.

- Assaults, acts of violence or aggression.
- Breach of confidentiality, including the unauthorised disclosure of Board business to the media or any other party.
- Bringing the Board into disrepute.

## **2.11 Gross Misconduct (continued)**

- Falsification of records or other Board documents, including those relating to obtaining employment.
- Gambling, bribery or corruption.
- Being under the influence of alcohol on Board premises or during working hours.
- Being under the influence of non-medical drugs on Board premises or during working hours.
- Breach of the health and safety policies and procedures.
- Serious insubordination.
- Sleeping during working hours.
- Theft, dishonesty or fraud.
- Unacceptable use of obscene or abusive language.
- Unauthorised accessing or use of computer data.
- Unauthorised copying of computer software.
- Unlawful discrimination, including acts of indecency or harassment.
- Wilful damage to Board, employee or ratepayers' property.